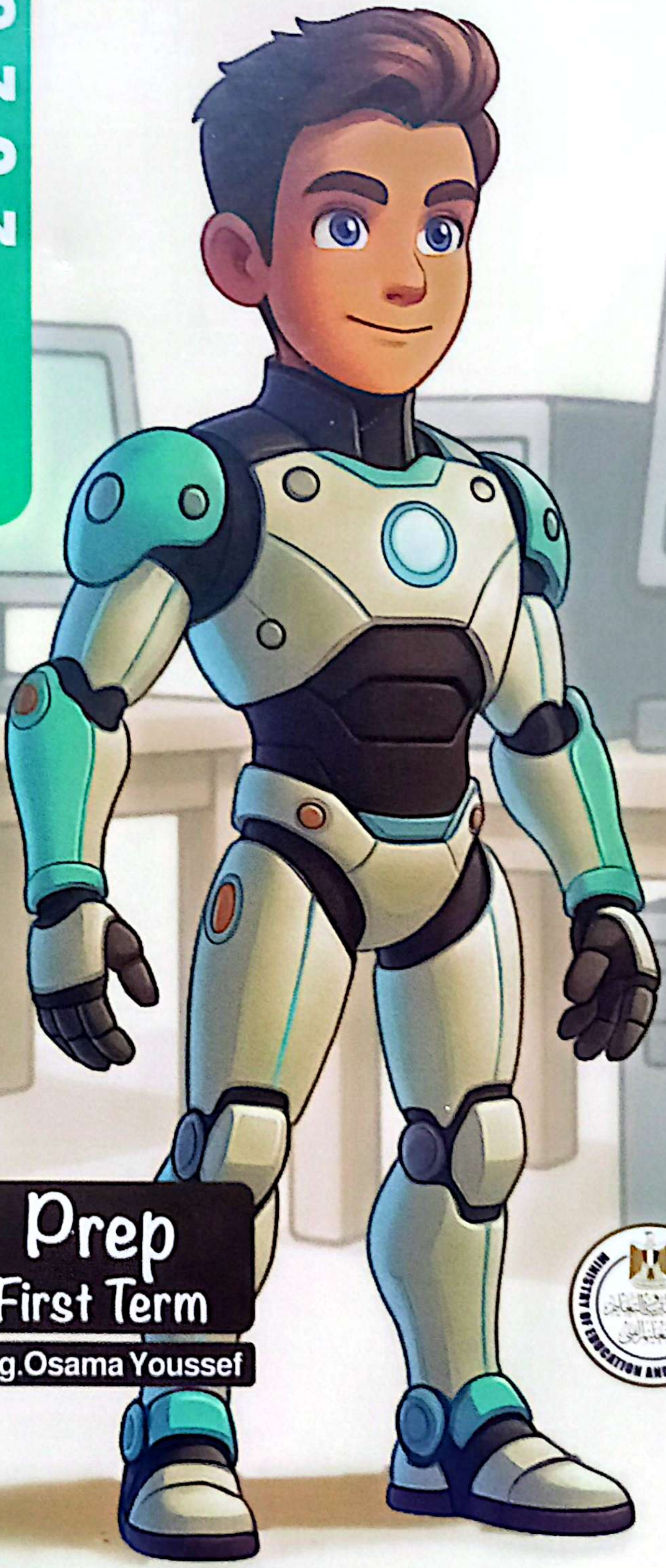
PONY

سلسلة كتب الأستاذ

ICT 2026



1st Prep

First Term

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MINISTRY OF EDUCATION AND TECHNICAL EDUCATION

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Lesson 1

Green Technology

Green Technology

» It is based on technological tools that help protect the environment rather than causing harm and optimize the use of its resources.

Green Technology is called

- **Sustainable Technology**
- **Clean Technology**

• التكنولوجيا الخضراء:

تقوم فكرة التكنولوجيا الخضراء على الاعتماد على الأدوات التكنولوجية التي تساهم في الحفاظ على البيئة، بدلًا من التسبب في ضررها، وترشيد استهلاك مواردها.

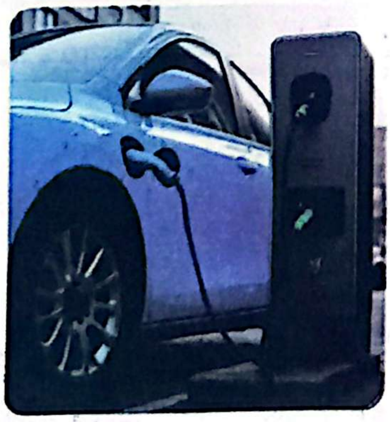
• يطلق عليها في بعض الأحيان التكنولوجيا المستدامة أو التكنولوجيا النظيفة.

Electric Vehicles in Egypt

» Electric vehicles are used in Egypt instead of fuel-powered cars to:

1. decrease the emission of harmful substances from car exhausts.
2. minimize fuel consumption.

» Electric cars operate using batteries and come with a charging station enabling connection to an external power source for recharging.



« اهتمت مصر في الفترة الأخيرة باستخدام السيارات الكهربائية بديلًا عن السيارات التي تعمل بالوقود؛ من أجل:

1. تقليل الانبعاثات الضارة من عوادم السيارات.
2. تقليل استهلاك الوقود.

« تعمل السيارات الكهربائية بالبطاريات، فهي مزودة بمكان للشحن يسمح بتوصيل السيارة بمصدر خارجي للكهرباء للشحن.

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Fields of Using of Green Technology
مجالات استخدام التكنولوجيا الخضراء

1. Renewable energy
2. Rationalization of energy consumption
3. Waste recycling
4. Water treatment

1 Renewable energy:

- **Solar Energy:** It uses solar panels — sunlight --(solar panels / convert)--> electricity
- **Wind Power:** It uses wind turbines — air movement --(wind turbines / convert)--> electricity
- **Hydropower:** It uses dams — water movement --(dams / convert)--> electricity
- **Geothermal Energy:** It uses the Earth's internal heat to generate electricity.

- **Bio Energy:** It uses organic materials, such as soybeans and corn to generate energy.

الطاقة المتجددة: • طاقة الشمس: تُستخدم الألواح الشمسية لتحويل ـ الشمس إلى كهرباء.
• طاقة الرياح: تُستخدم توربينات الرياح لتوليد الكهرباء من حركة الهواء.
• الطاقة المائية: تستخدم السدود لتوليد الكهرباء من حركة المياه.
• الطاقة الحرارية الأرضية: تستخدم حرارة باطن الأرض لتوليد الكهرباء.
• الطاقة الحيوية: تستخدم المواد العضوية، مثل نباتات الصويا والذرة، لتوليد الطاقة.

2 Rationalization of energy consumption and responsible utilization:

1. **Green Buildings:**
   - It uses eco-friendly, energy-efficient materials.
   - It enhances ventilation and insulation.
   - It uses energy-efficient appliances and high-efficiency computers.
2. **Smart Transportation:** It uses electric vehicles to improve energy efficiency in the transportation sector.

ترشيد استهلاك الطاقة واستخدامها بشكل مسئول:
1 المباني الخضراء: تَستخدم مواد صديقة للبيئة وموفرة للطاقة، وتُحسّن التهوية والعزل.
• تَستخدم أجهزة كهربائية موفرة للطاقة، وأجهزة الكمبيوتر ذات الكفاءة العالية.
2 النقل الذكي: يَستخدم المركبات الكهربائية لتحسين كفاءة استخدام الطاقة في قطاع النقل.

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③ Waste recycling:

• It means:

1. The recycling of materials like paper, plastic, and metals into new products.
2. Transforming organic waste into nutrients-rich compost to enhance soil fertility.
3. Reducing waste by reusing and repairing products.

تدوير النفايات يعني:

• إعادة تدوير المواد القابلة لإعادة التدوير، مثل الورق والبلاستيك والمعدن، إلى منتجات جديدة.
• تحويل النفايات العضوية إلى سماد غني بالمغذيات لتحسين خصوبة التربة.
• تقليل كمية النفايات من خلال إعادة الاستخدام وإصلاح المنتجات.

④ Water treatment:

• It includes:

1. Purifying contaminated water to be reused or drunk.
2. Using smart, efficient irrigation systems like drip irrigation.
3. Repairing water leaks and using water-saving devices to rationalize water consumption.

معالجة المياه تشمل:

• تنقية المياه الملوثة لإعادة استخدامها أو شربها. • استخدام أنظمة ري ذكية موفرة للمياه، مثل الري بالتنقيط.
• إصلاح تسريبات المياه واستخدام أجهزة موفرة للمياه لترشيد استهلاكها.

① Preservation of the environment from climate change.

The vehicle emissions

- Increase the level of carbon dioxide in the atmosphere
- Intensifying global warming

» vehicle emission cause environmental harm which encourage the development of transportation alternatives such as: electric cars.

» Electric cars reduces:

1. Carbon dioxide levels.
2. Environmental pollution.

① الحفاظ على البيئة من التغيرات المناخية:

« يساعد عادم السيارات على زيادة نسبة ثاني أكسيد الكربون في الغلاف الجوي وزيادة نسبة الاحتباس الحراري.
« يؤدي ذلك إلى حدوث أضرار بيئية، مما يستدعي تطوير بدائل النقل، مثل: السيارات الكهربائية.
« السيارات الكهربائية تقلل نسبة ثاني أكسيد الكربون في الجو وتقلل نسبة التلوث البيئي.

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2 Resource Conservation (Water - Electricity)

Green technology helps optimizing water and electric in several ways, including:

2 الحفاظ على الموارد (المياه - الكهرباء)

يمكن للتكنولوجيا الخضراء أن تساعد في ترشيد استهلاك المياه والكهرباء من خلال العديد من الأمور، منها:

1 Body sensors:

- They detect the presence of a hand under the tap and control the flow of water by turning the taps on/off.
- They also optimize electricity usage by employing sensors to regulate lighting (turn on/off) light based on need.

2 Solar energy technology:

- It relies on photovoltaic panels

Solar energy —(Photovoltaic panels / Convert)→ electrical energy.

- It operates automatically when required.

1 أجهزة الاستشعار للأجسام:

- تكتشف وجود يد تحت الصنبور وتتحكم في تدفق المياه عن طريق فتح/إيقاف الصنابير.
- كما يمكن ترشيد استهلاك الكهرباء من خلال توظيف الحساسات؛ حيث يمكن (تشغيل/ إيقاف) المصابيح الكهربائية حسب الحاجة.

2 تكنولوجيا الطاقة الشمسية:

- تعتمد على استخدام الألواح الضوئية التي تحول الطاقة الشمسية إلى طاقة كهربائية، وتعمل آليًا وقت الحاجة.

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Uses of Sensors

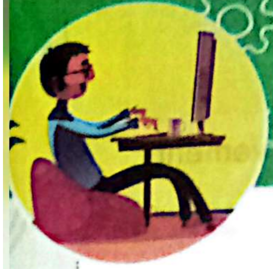
Sensors are used for many tasks, including:

تستخدم الحساسات في العديد من المهام، منها:

1. **Regulating temperatures**
   ضبط درجات الحرارة.
2. **Operating the lights through various methods**
   تشغيل الأضواء بطرق مختلفة.
3. **Detecting smoke from fires**
   اكتشاف دخان الحرائق.

أهم الكلمات والمصطلحات

Sustainable technology	التكنولوجيا المستدامة	Solar panels	الألواح الشمسية
Clean technology	التكنولوجيا النظيفة	Wind turbines	توربينات الرياح
Optimize the use	تحسين استخدام	Hydropower	الطاقة الكهرومائية
Electric vehicles	المركبات الكهربائية	Geothermal energy	الطاقة الحرارية الأرضية
Emission of harmful substances	انبعاث المواد الضارة	Bioenergy	الطاقة الحيوية
Fuel consumption	استهلاك الوقود	Green building	المبنى الأخضر
Charging station	محطة شحن	Energy-efficient materials	مواد ذات كفاءة عالية في استهلاك الطاقة
Smart transportation	النقل الذكي	Waste recycling	إعادة تدوير النفايات
Nutrient-rich compost	سماد غني بالعناصر الغذائية	Smart irrigation systems	أنظمة الري الذكية
Water treatment	معالجة المياه	Water-saving devices	أجهزة توفير المياه
Climate change	التغير المناخي	Global warming	الاحتباس الحراري
Regulating temperatures	تنظيم درجات الحرارة	Resource conservation	الحفاظ على الموارد
Renewable energy	الطاقة المتجددة	Detecting smoke	كشف الدخان



Exercises on Lesson 1

1 Choose the correct answer:

1. Green technology is also called .... technology.
   - a. Traditional
   - b. sustainable
   - c. harmful
   - d. Parallel

   (سوهاج – جرجا 2025)

2. Egypt is interested in .... to protect the environment.
   - a. diesel cars
   - b. electric cars
   - c. gas cars
   - d. none of them

3. Electric vehicles use .... to operate.
   - a. gas
   - b. batteries
   - c. the sun
   - d. wind

4. One of the fields of using green technology is ....
   - a. fossil fuels
   - b. renewable energy
   - c. chemical production
   - d. mining

5. Examples of renewable energy are ....
   - a. gas
   - b. oil
   - c. coal
   - d. solar energy

   (البحيرة – وادي النطرون 2025)

6. Solar energy uses .... to generate electricity.
   - a. solar panels
   - b. wind turbines
   - c. dams
   - d. batteries

7. Green buildings use .... to reduce energy consumption.
   - a. harmful materials
   - b. nuclear energy
   - c. eco-friendly materials
   - d. gas heaters

8. .... using the Earth's internal heat to produce electricity.
   - a. Electricity
   - b. Geothermal energy
   - c. Solar energy
   - d. Wind power

9 .... using dams to generate electricity from water movement.
a. Geothermal energy
b. Wind power
c. Hydropower
d. Fossil fuel

10 Electric vehicles enhance .... in the transportation sector.
a. pollution
b. fossil fuel use
c. energy efficiency
d. none of them

11 Recycling involves turning waste materials into ....
a. fuel
b. new products
c. electricity
d. carbon emissions

12 .... using organic materials like soybeans and corn for production.
a. Bioenergy
b. Wind power
c. Solar energy
d. Hydropower

13 The recycling of organic waste produces ....
a. compost
b. fuel
c. plastic
d. glass

14 Purifying contaminated water is part of .... technology.
a. energy
b. waste
c. water treatment
d. recycling

15 One benefit of green technology is ....
a. resources conservation
b. reducing carbon emissions
c. increasing fuel consumption
d. both a and b

16 Sensors are used in numerous tasks, including ....
a. regulating temperatures
b. detecting fires smoke
c. operating the lights
d. all of them

17 Solar panels are used to convert .... into electrical energy.
a. wind
b. sunlight
c. water
d. heat

18 Drip irrigation is a .... irrigation systems.
a. efficient
b. smart
c. wasteful
d. both a and b

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2 Put (✓) or (✗):

1. Green technology is also known as sustainable or clean technology. ( )
2. Egypt is not interested in using electric vehicles as an alternative to fuel cars. ( )
3. Electric vehicles rely on fuel-powered engines. (القليوبية 2025) ( )
4. Solar energy Using sunlight to generate electricity through solar panels. (بني سويف 2025) ( )
5. 📖 The concept of green buildings is attributed to institutions that can optimize their resource consumption. (البحيرة – إيتاي البارود 2025) ( )
6. Solar energy uses dams to generate electricity. (الدقهلية – دكرنس 2025) ( )
7. Geothermal energy is produced using wind turbines. (القليوبية 2025) ( )
8. Green building lead to increased energy consumption. (البحيرة – دمنهور 2025) ( )
9. 📖 The concept of sensors in water faucets relies solely on automatically halting the water flow. ( )
10. Waste recycling involves transforming organic waste into compost to enhance soil fertility. ( )
11. Materials like paper, plastic, and metals can't be recycled. ( )
12. Water treatment in green technology does not include purifying contaminated water for reuse. ( )
13. The idea of sensors in water taps depends only on stopping the water automatically. (دمياط – عزبة البرج 2025) ( )
14. Wind power is not considered a form of renewable energy. ( )
15. 📖 Electric vehicles represent a form of environmentally friendly technology. ( )
16. Smart transportation does not include the use of electric vehicles. ( )
17. 📖 Green technology tools contribute to the escalation of environmental pollution due to their utilization. (دمياط 2025) ( )

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18 Solar energy technology does not rely on photo-voltaic panels to generate electricity. ( )

19 Electric cars are a form of green technology. (القاهرة – المطرية 2025) ( )

20 Sensors are used to regulate temperatures, operate lights, and detect smoke from fires. ( )

3 Complete:

1 .... is called clean and sustainable technology. (القاهرة – المرج 2025)

2 An example of renewable energy sources is .... (الدقهلية 2025)

3 .... devices are used to conserve water and electricity. (القاهرة – المطرية 2025)

4 Electric cars uses ....instead of fuel. (الدقهلية – دكرنس 2025)

5 Institutions that can rationalize their resource consumption are called .... buildings. (البحيرة – وادي النطرون 2025)

6 .... helps to reduce environmental pollution due to its usage. (دمياط – عزبة البرج 2025)

7 The use of electric vehicles to improve energy efficiency in the transportation sector is called .... (الأزهر الشريف 2025)

8 The design and construction of buildings using co-friendly, energy efficient material is called .... (البحيرة – إيتاي البارود 2025)

9 .... are used to detect smoke from fires and regulate temperatures. (دمياط – عزبة البرج 2025)

4 List fields of using green technology: (المنوفية – شبين الكوم 2025)

1 ....

2 ....

3 ....

Play with PONY

Word search

c	b	k	j	g	g	v	g	m	s	q	m	s	h	w	q	f	p
d	w	i	k	e	r	i	y	p	g	x	h	o	y	s	i	w	l
i	w	c	e	o	b	h	f	j	h	s	d	i	d	s	u	c	f
i	i	y	s	t	i	e	r	a	d	x	z	a	r	u	e	i	v
t	n	s	g	h	o	k	g	k	m	f	k	r	o	f	h	q	c
m	d	q	w	e	e	i	z	k	y	r	i	e	p	v	b	y	b
m	p	y	h	r	n	o	a	r	o	q	r	n	o	w	d	n	o
b	o	p	v	m	e	y	n	l	i	q	l	e	w	z	n	s	d
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l	r	f	a	r	y	n	d	h	y	k	h	y	q	e	c	m	p
g	e	y	g	u	l	y	f	h	p	n	l	y	o	v	d	l	k

1 .... uses wind turbines to produce electricity from air movement.

2 .... uses the earth's internal heat to generate electricity.

3 .... uses organic materials, such as soybeans and corn to generate energy.

4 .... uses solar panels to convert sunlight into electricity.

5 .... uses dams to generate electricity from water.

Lesson 2

Digital Transformation and Its Importance in Our Daily Lives

Digital Transformation:

- The combination of digital technology in all aspects of business to:
  1. enhance work-flow efficiency.
  2. lower costs.
  3. innovate products and services.

التحول الرقمي: هو دمج التكنولوجيا الرقمية في جميع جوانب العمل لتحسين كفاءة سير العمل، وخفض التكاليف، وتطوير المنتجات والخدمات المقدمة.

- Digital transformation is a national project that moves Egypt to an information environment linking all government agencies.
- Citizens can obtain all their products and services through the internet and mobile applications, in an easier and faster way.

التحول الرقمي هو مشروع قومي ينقل مصر إلى التعامل من خلال بيئة معلوماتية تربط جميع الجهات الحكومية بعضها ببعض.

يمكن للمواطن الحصول على كل الخدمات والمنتجات من خلال الإنترنت وتطبيقات الموبايل بصورة أسهل وأسرع.

The Importance of Digital Transformation

- Digital transformation is crucial for organizations and businesses for various reasons, including:
  1. **Enhancing efficiency and productivity:** through
     - Workflow optimization
     - Reducing errors
     - Saving time, effort and cost.
  2. Enhancing the quality of services and products offered to customers.
  3. **Enhancing sales and revenues:**
     - Through accessing new markets and customers (e-commerce).
  4. **Innovation and creativity:**
     - Digital transformation enhances innovation and development of new and quality products and services.
  5. **Sustaining competitiveness:**
     - Through coping with the most recent technological advancements.
  6. **Enhancing decision-making**
     - By offering timely, information, and analysis to facilitate informed decisions.
  7. Reducing energy and resource consumption

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8 Creating new employment opportunities

» يُعد التحول الرقمي ضروريًا للمؤسسات والشركات لعدة أسباب، منها:

1 زيادة الكفاءة والإنتاجية: من خلال تحسين سير العمل، وتقليل الأخطاء؛ مما يوفر الوقت والمال والجهد.
2 تحسين جودة الخدمات والمنتجات المقدمة للعملاء.
3 زيادة المبيعات والإيرادات من خلال الوصول إلى أسواق جديدة وعملاء جدد.
4 تعزيز الإبداع وتطوير المنتجات والخدمات الجديدة والجيدة.
5 الحفاظ على القدرة التنافسية من خلال مواكبة أحدث التطورات التكنولوجية.
6 تحسين اتخاذ القرار من خلال توفير البيانات والمعلومات والتحليلات في الوقت المناسب، لاتخاذ قرارات مستنيرة.
7 تقليل استهلاك الطاقة والموارد. 8 خَلق فرص عمل جديدة.

Tools of Digital Transformation

» Many digital transformation tools are accessible via programs, technologies, and services to help institutions and companies enhance performance, efficiency, and competitiveness, such as:

Tools of Digital Transformation

1 Tools for managing workflows
2 Electronic payment methods
3 Collaboration and communicative tools
4 E-learning resources
5 Artificial intelligence and machine learning technologies
6 Cloud computing technologies
7 Cybersecurity solutions

» أدوات التحول الرقمي: عَبْر برامج وتقنيات وخدمات لتحسين أداء وكفاءة وتنافسية المؤسسات والشركات، مثل:

• أدوات إدارة سير العمل. • أدوات الدفع الإلكتروني. • أدوات التعاون والتواصل. • أدوات التعلم الإلكتروني.
• أدوات الذكاء الاصطناعي والتعلم الآلي. • أدوات الحوسبة السحابية. • أدوات الأمن السيبراني.

1 Tools for workflow management:

» It enhance the efficiency of repetitive procedures and tasks.

• **Objective:** 1 Enhance government procedure efficiency.
2 Deliver improved services to citizens.

• **Example:** Digital Egypt Platform

مصر الرقمية

• أدوات إدارة سير العمل: تهدف إلى تحسين كفاءة العمليات والمهام المتكررة.
• الاهداف: 1 تحسين كفاءة الإجراءات الحكومية. 2 تقديم خدمات أفضل للمواطنين.
• مثال: منصة مصر الرقمية.

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Digital Egypt Platform

It is a governmental digital platform that offers many electronic services to citizens.

Feature:

1. Provide services such as bill payments (e.g., electricity and water)
2. You can download and use the app on mobile devices.

• منصة «مصر الرقمية»: هي بوابة إلكترونية حكومية توفر العديد من الخدمات الإلكترونية للمواطنين.

• المميزات: 1 توفير خدمات دفع فواتير (مثل: الكهرباء والماء). 2 يُمكن تحميل التطبيق واستخدامه على جهاز الموبايل.

2 Electronic payment methods:

1 Electronic Payment Cards:

They provide a convenience, easy, fast, and secure electronic payment methods to simplify electronic financial transactions for individuals.

Example: "Meeza" card

2 INSTAPAY application:

It is a mobile application licensed and sanctioned by the Central Bank of Egypt.

It enables the transfer and reception of funds through:

- Bank accounts
- Digital wallets

It offers many service such as Bill payments.

أدوات الدفع الإلكتروني مثل: 1 بطاقات الدفع الإلكترونية «ميزة»: توفر طرق دفع إلكترونية سهلة وسريعة وآمنة؛ لتسهيل المعاملات المالية الإلكترونية للمواطنين.

2 «إنستاباي INSTAPAY»: • هو تطبيق مرخص ومُعتمد من قِبَل البنك المركزي المصري.

• يسمح بإرسال واستقبال النقود عبر الحساب البنكي أو المحفظة الإلكترونية، ويقدم العديد من الخدمات، مثل دفع الفواتير.

3 Collaboration and communication tools:

It enables face-to-face communication with others.

These are video conference applications, such as:

1. Zoom
2. Google Meet

Note: To access any of the digital services or products, you must have an email address.

أدوات التعاون والتواصل:

• تسمح بالتواصل مع الآخرين وجهًا لوجه، وهي تطبيقات مؤتمرات الفيديو، مثل برامج Zoom وGoogle meet.

• ملاحظة هامة: للحصول على أي من الخدمات أو المنتجات الرقمية، يجب أن يكون لديك بريد إلكتروني.

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The relationship between green technology and digital transformation

- Green technology and digital transformation are closely related.
- Each enhances the other to achieve common goals such as:

1. Sustainability
2. Reducing harmful emissions
3. Resources efficiency

- The table contains common Axes between green technology and digital transformation:

العلاقة بين التكنولوجيا الخضراء والتحول الرقمي:

ترتبط التكنولوجيا الخضراء بالتحول الرقمي ارتباطًا وثيقًا؛ حيث يُعزِّز كل منهما الآخر ويساهم في تحقيق أهداف مشتركة.

ويوضح الجدول التالي أهم المحاور المشتركة بين التكنولوجيا الخضراء والتحول الرقمي:

Common Axes أهم المحاور المشتركة	Green Technology التكنولوجيا الخضراء	Digital Transformation التحول الرقمي
1 **Enhancing resource utilization efficiency** تعزيز كفاءة استخدام الموارد	Reducing the use of natural resources(e.g., energy and water) by using more efficient technologies تقليل استهلاك الموارد الطبيعية، مثل الطاقة والمياه، من خلال استخدام تقنيات أكثر كفاءة.	• Reducing reliance on raw materials such as, papers and pens) • Reducing waste تقليل الاعتماد على الخامات (الورق- الأقلام ...)، وتقليل الهدر.
2 **Reducing harmful emissions** خفض الانبعاثات الضارة	• Using renewable energy • Enhancing energy efficiency • استخدام مصادر طاقة متجددة. • تحسين كفاءة استخدام الطاقة.	• Reducing the need for transportation and mobility • While enhancing the effectiveness of business transactions • تقليل الحاجة إلى النقل والتنقل. • وتحسين كفاءة العمليات التجارية.
3 **Supporting sustainability** دعم الاستدامة	• Protecting the environment • Enhancing the quality of life for future generations حماية البيئة وتحسين جودة الحياة للأجيال القادمة.	• Enhancing resource efficiency • Reducing emissions and promoting innovation من خلال تحسين كفاءة استخدام الموارد، وخفض الانبعاثات، وتعزيز الابتكار.

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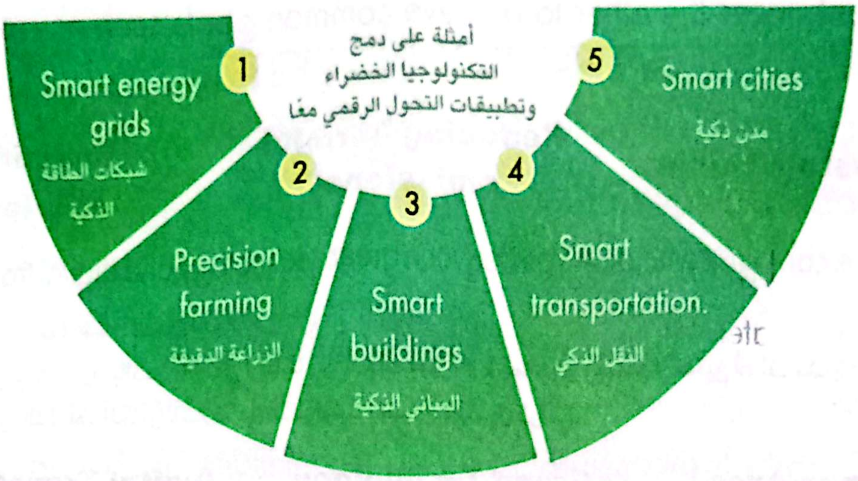
Examples of the integration of green technology and digital transformation applications:



Benefits of integrating green technology with digital transformation

فوائد ربط التكنولوجيا الخضراء بالتحول الرقمي:

- Speeding up the process of the digital transformation
  تسريع عملية التحول الرقمي.
- Enhancing the efficiency of green technology
  تعزيز فعالية التكنولوجيا الخضراء.
- Creating new employment opportunities
  خَلْق فرص عمل جديدة.
- Improving quality of life
  تحسين جودة الحياة.

أهم الكلمات والمصطلحات

Digital transformation	التحول الرقمي	Government agencies	الوكالات الحكومية
Daily lives	الحياة اليومية	Workflow management	إدارة سير العمل
Workflow efficiency	كفاءة سير العمل	Payment methods	طرق الدفع
Lower costs	خفض التكاليف	Collaborative tools	أدوات التعاون
Innovate products	ابتكار المنتجات	Coud computing	الحوسبة السحابية
Enhance quality	تحسين الجودة	Cybersecurity	الأمن السيبراني
New markets	أسواق جديدة	Renewable energy	الطاقة المتجددة
Timely data	البيانات في الوقت المناسب	Green technology	التكنولوجيا الخضراء
Energy consumption	استهلاك الطاقة	Smart cities	المدن الذكية
Information environment	بيئة المعلومات		

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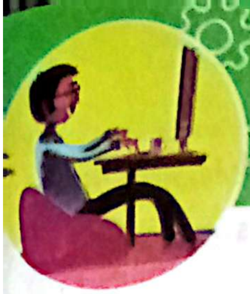

Exercises on Lesson 2

1 Choose the correct answer:

1. Digital transformation involves combination of .... into all aspects of business.
   - a. digital technology
   - b. paper documents
   - c. raw materials
   - d. traditional methods

2. The "Digital Egypt" platform is ....
   - a. a social media app
   - b. an e-government service
   - c. a video game
   - d. a fitness tracker

3. One of the importance of digital transformation is ....
   - a. slowing workflows
   - b. increasing costs
   - c. enhancing efficiency
   - d. reduced innovation

4. When using the Egypt Digital Portal, it is regarded as one of the ....
   - a. piracy forms
   - b. digital transformation tools
   - c. irresponsible website usage.
   - d. electronic assault forms

5. Digital transformation primarily aims to ....
   - a. increase costs
   - b. reduce efficiency
   - c. enhance workflow
   - d. limit innovation

6. Electronic payment applications can be used within the app ....
   - a. INSTAPAY
   - b. Google Meet
   - c. WhatsApp
   - d. Email

   (المنوفية – شبين الكوم 2025)

7. INSTAPAY is used for ....
   - a. video conferencing
   - b. electronic payments
   - c. document scanning
   - d. weather forecasting

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8. Green technology and digital transformation both support ....

a. resource waste
b. increased emissions
c. sustainability
d. manual processes

9. Digital transformation helps organizations by ....

a. reducing quality
b. increasing waste
c. enhancing decision-making
d. limiting market access

10. The main purpose of "Digital Egypt" platform is to ....

a. deliver improved services to citizens
b. enhance government procedure efficiency
c. provide e-learning resources
d. both a and b

11. Electronic payment cards provide .... electronic payment methods.

a. easy
b. secure
c. fast
d. all of them

12. .... program is from tools for collaboration and communication with others. (نوبسنا 2025)

a. Word
b. Zoom
c. Excel
d. Access

13. Which of the following is NOT a tool for digital transformation?

a. Workflow management tools
b. Electronic payment methods
c. Virtual reality systems
d. Artificial intelligence technologies

14. To access digital services, one needs a/an ....

a. postal address
b. telephone number
c. bank account
d. email address

15. INSTAPAY is licensed by the ....

a. National Bank of Egypt
b. Central Bank of Egypt
c. Private Companies
d. Ministry of Finance

16. Green technology and digital transformation both focus on ....

a. resource waste
b. paper consumption
c. enhancing resource efficiency
d. decreasing innovation

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17 Precision farming integrates .... with green technology.

a. manual labour
b. digital transformation
c. fossil fuels
d. paper documents

18 Smart buildings and smart transportation integrate green technology with ....

a. outdated technology
b. traditional infrastructure
c. digital transformation
d. all of them

19 .... is licensed by the Central Bank of Egypt, enables funds transfer and reception.

a. Zoom
b. Instapay
c. Digital Egypt
d. Email

20 📖 Green technology and digital transformation tools work on ....

a. increasing environmental resource pollution
b. minimizing harm to the surrounding environment
c. increasing the rate of raw materials consumption
d. raising the costs of digital services

21 📖 .... is a common characteristic shared by green technology and digital transformation.

a. Challenges in digital communication between citizens and government services offered by relevant ministries
b. Slow processes for acquiring digital services
c. Access digital services rapidly and securely
d. Vulnerability of data to hacking on the Internet

22 Digital transformation supports sustainability by ....

a. decreasing emissions
b. promoting innovation
c. enhancing resource efficiency
d. all of them

23 Digital transformation helps reduce harmful emissions by ....

a. increasing transportation
b. decreasing raw material use
c. relying on fossil fuels
d. enhancing paper usage

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2 Put (✓) or (✗):

1. The Digital Egypt platform does not help in accessing government services easily. (سوهاج – جرجا 2025) ( )
2. Digital transformation does not reduce costs in businesses. ( )
3. One benefit of digital transformation is the creation of new employment opportunities. ( )
4. Digital transformation tools do not include electronic payment methods. ( )
5. One of the electronic payment applications is E-mail. (البحيرة – وادي النطرون 2025) ( )
6. Electronic payment methods are typically inconvenient and slow. ( )
7. Collaboration tools in digital transformation include Zoom and Google Meet. ( )
8. An email address is not required to access digital services or products. ( )
9. Green technology and digital transformation are unrelated and do not influence each other. ( )
10. Cybersecurity solutions are from the tools used for digital transformation. ( )
11. Reducing the utilization of natural resources is a common goal of both green technology and digital transformation. ( )
12. Mobile devices cannot access "Digital Egypt" platform. (القليوبية 2025) ( )
13. Smart cities are the applications of digital transformation and green technology together. (البحيرة – وادي النطرون 2025) ( )
14. Digital transformation decreases the effectiveness of business transactions. (البحيرة – إيتاي البارود 2025) ( )
15. Green technology and digital transformation help reduce environmental pollution. (القاهرة – المطرية 2025) ( )
16. Enhancing resource efficiency is a benefit of integrating green technology with digital transformation. ( )

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17 Cloud computing technologies are not necessary for digital transformation. ( )

18 One of the benefits of integrating green technology with digital transformation is improving the quality of life. ( )

19 Digital transformation involves integrating digital technology into all aspects of business to enhance workflow efficiency. ( )

20 The main purpose of digital transformation is to increase the need for raw materials like paper and pens. ( )

21 Green technology does not help speeding up the process of the digital transformation. (البحيرة – دمنهور 2025) ( )

22 Precision farming is an example of how green technology can be integrated with digital transformation. ( )

3 Complete:

1 .... refers to the combination of digital technology into all aspects of work. (القاهرة – المرج 2025)

2 Electronic payment applications such as .... can be used within the app. (بني سويف 2025)

3 .... is a governmental digital platform offering various electronic services to citizens. (سوهاج – جرجا 2025)

4 Green technology and digital transformation tools work to .... (البحيرة – دمنهور 2025)

5 .... is a licensed electronic payment application approved by the Central Bank of Egypt. (الأزهر الشريف 2025)

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Play with PONY

Match each logo to the right category

zoom

- Collaboration & communication tools
- Electronic payment method
- Workflow management tools

meeza ميزة

- Collaboration & communication tools
- Electronic payment method
- Workflow management tools

Google Meet

- Collaboration & communication tools
- Electronic payment method
- Workflow management tools

DIGITAL EGYPT BUILDERS

- Collaboration & communication tools
- Electronic payment method
- Workflow management tools

INSTAPAY

- Collaboration & communication tools
- Electronic payment method
- Workflow management tools

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Electronic payment applications can be used within the app .... (دمياط 2025)
   a. INSTAPAY b. Google Meet c. WhatsApp d. Email
2. Hydropower uses ....
   a. water movement b. wind c. sunlight d. soil
3. Smart transportation uses ....
   a. diesel cars b. electric vehicles
   c. gas cars d. none of them
4. .... called as sustainable technology or clean technology.
   a. biotechnology b. nanotechnology
   c. grey technology d. green technology
5. Examples of renewable energy .... (البحيرة – دمنهور 2025)
   a. Solar energy b. Coal c. Oil d. Natural gas
6. Digital transformation tools do NOT include ....
   a. e-learning resources b. cloud computing
   c. typewriters d. cybersecurity solutions
7. ....is a video conference application through the internet. (الأزهر الشريف 2025)
   a. Zoom b. VLC Media Player
   c. Audacity d. Solid Works

2 Put (✓) or (✗):

1. Solar energy is using the Earth's internal heat to produce electricity. ( )
2. Green technology does not help accelerate the digital transformation process. (الدقهلية 2025) ( )
3. Bioenergy is using organic materials like soybeans and corn for production. ( )
4. Green buildings lead to increased energy consumption. (البحيرة – وادي النطرون 2025) ( )
5. Hydropower generates electricity by using water movement through dams. ( )
6. Digital transformation does not reduce costs in businesses. ( )
7. Materials like paper, plastic, and metals can be recycled. ( )
8. From electronic payment applications is (E-MAIL). (بندر دمنهور 2025) ( )

Lesson 3

Operating Systems

Operating System:

» It is an interface between the user and hardware and software.

هو واجهة بين المستخدم والأجهزة والبرامج.

Key Functions of the Operating System
وظائف نظام التشغيل

1. Provides a user interface
2. Manages hardware components
3. Runs all software
4. Manages memory
5. Ensures security and protection
6. Manage the file system
7. Helping the user accomplish their various tasks on the computer easily and smoothly.

وظائف نظام التشغيل:

1. يوفر واجهة للمستخدم.
2. يدير المكونات المادية.
3. يدير جميع البرمجيات.
4. يدير الذاكرة.
5. يضمن الأمن والحماية.
6. إدارة نظام الملفات.
7. يساعد المستخدم على إنجاز مهامه المختلفة على الكمبيوتر بسهولة وسلاسة.

Examples of Operating systems:

» Operating systems are necessary for running and managing various modern electronic and smart devices.

• تعتبر أنظمة التشغيل ضرورية لتشغيل وإدارة الأجهزة الإلكترونية والأجهزة الذكية الحديثة المختلفة.

1 Personal computers (PCs):

» Desktop and laptop computers use operating systems **such as:**

1. Windows
2. MacOS
3. Linux distributions

أجهزة الكمبيوتر الشخصية:

• تَستخدم أجهزة الكمبيوتر المكتبية وأجهزة الكمبيوتر المحمولة أنظمة تشغيل مثل: Microsoft Windows وmacOS وتوزيعات مختلفة من Linux.

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2 Mobile devices:

» Smartphones and tablets rely on operating systems, such as:

1. iOS by Apple
2. Android by Google
3. Other mobile operating systems

الأجهزة المحمولة:

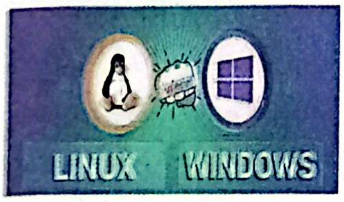
- تعتمد الهواتف الذكية والأجهزة اللوحية على أنظمة التشغيل، مثل:
  1. نظام التشغيل iOS من شركة Apple.
  2. نظام التشغيل Android من شركة Google.
  3. أنظمة تشغيل الأجهزة المحمولة الأخرى.

3 Servers:

» Servers use operating systems, such as:

1. Linux (various distributions)
2. Microsoft Windows Server

» Specialized operating systems for server are used to manage network resources and deliver a range of services.



أجهزة الخوادم:

« تَستخدم أجهزة الخوادم أنظمة تشغيل، مثل:
1. نظام التشغيل Linux (بتوزيعاته المختلفة).
2. نظام التشغيل Microsoft Windows Server.

- أنظمة التشغيل المتخصصة للخوادم تُستخدم لإدارة موارد الشبكة وتقديم خدماتها المختلفة.

4 Gaming consoles:

» Gaming consoles such as:

1. Xbox
2. PlayStation
3. Nintendo Switch

» They have operating systems tailored for gaming and multimedia applications.

وحدات تَحَكُّم الألعاب:

« وحدات تحكم الألعاب مثل: Xbox, PlayStation وNintendo Switch
تحتوي على أنظمة تشغيل مصممة خصيصًا لتطبيقات الألعاب والوسائط المتعددة.

5 Smart TVs:

» Smart TVs use operation systems **such as**:

1. Android TV
2. Tizen
3. webOS

» These operating system to provide smart advantages **such as**:

1. Streaming services
2. Applications
3. Internet connectivity

أجهزة التلفزيون الذكية:

» تعمل أجهزة التلفزيون الذكية على أنظمة تشغيل مثل Android TV وTizen وwebOS وغيرها؛ أنظمة التشغيل هذه توفر ميزات ذكية، مثل خدمات البث والتطبيقات والاتصال بالإنترنت على أجهزة التلفزيون الذكية.

6 Wearable devices:

» Wearable devices **such as**:

1. Smart watches
2. Fitness trackers

» They use operating systems specifically designed for their unique functions and requirements.

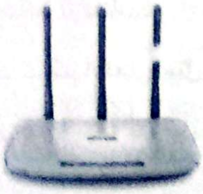
» الأجهزة القابلة للارتداء:

- الأجهزة القابلة للارتداء Wearable Devices مثل الساعات الذكية وأجهزة تَتبُّع اللياقة البدنية.
- تستخدم أجهزتها أنظمة تشغيل مصممة خصيصًا لوظائفها المحددة ومتطلبات تلك الأجهزة.

7 Network devices:

» Network devices such as: **Routers** and **switches**.

» They use operating systems to manage network settings and security features.



» أجهزة الشبكة:

- أجهزة الشبكة مثل: أجهزة التوجيه Routers والمحولات Switches.
- أجهزة الشبكة تستخدم أنظمة التشغيل لإدارة إعدادات الشبكة وميزات الأمان.

8 Automotive systems:

» Modern cars and vehicles often have operating systems to control various functions **such as:**

1. infotainment
2. navigation.
3. driver assistance technologies

أنظمة السيارات:

« غالبًا ما تحتوي السيارات والمركبات الحديثة على أنظمة تشغيل للتحكم في الوظائف المختلفة، مثل: أنظمة المعلومات والترفيه والمِلاحة وتقنيات مساعدة السائق.

9 Embedded systems:

» Embedded systems, such as:

1. Automated Teller Machines (ATM)
2. Point of Sale Terminals (POS)

» **POS terminals:** they are electronic devices that allow customers to pay for purchased products.

» They deduct the cost from their bank account instead of using cash.

» These embedded systems use operating systems to run.

الأنظمة المدمجة مثل:

« أجهزة الصراف الآلي Automated Teller Machine (ATM). – محطات نقاط البيع Point of Sale Terminal (POS).

« محطات نقاط البيع هي عبارة عن جهاز إلكتروني يستطيع من خلاله العميل دفع ثمن المشتريات؛ ليتم خصم ثمنها من حسابه البنكي بدلًا من دفع ثمنها نقدًا.

« هذه الأنظمة المدمجة تستخدم أنظمة تشغيل لكي تعمل.

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10 Industrial control systems (ICS):

» It is a broad term that includes many systems and devices used in industrial facilities.

» Functions: Industrial control systems used to:

1. Control the performance of machines
2. Control and monitor the industrial processes, which:
   - Increases factory productivity
   - Improves the product quality
3. Provide a safe working environment by reducing exposure to hazardous materials or environments such as:
   - Chemical plants
   - Water and waste treatment centers
   - Nuclear power plants
   - Refineries

» Application: ICS are used in most industrial sectors, such as:

1. Energy
2. Transportation
3. Food
4. Petrochemical production
5. Electronics
6. Medical industries
7. Many other industries

أنظمة التحكم الصناعية:

• هو مصطلح واسع يشمل العديد من أنظمة التحكم والأجهزة التي تستخدم في المنشآت الصناعية.

الوظائف: تستخدم أنظمة التحكم الصناعية في:

1. التحكم في أداء الآلات.
2. مراقبة العمليات الصناعية، مما يزيد من إنتاجية المصنع ويحسن جودة المنتجات.
3. توفير بيئة عمل آمنة للصحة والسلامة التشغيلية من خلال تقليل التعرض للمواد أو البيئات الخطرة، مثل المصانع الكيماوية، ومراكز معالجة المياه والنفايات، ومنشآت الطاقة النووية، ومصافي التكرير.

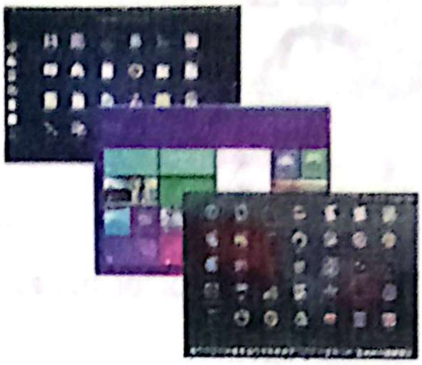
التطبيقات:

« تُستخدم أنظمة التحكم الصناعية في غالبية قطاعات الصناعة، مثل: مجال الطاقة والنقل والإنتاج الغذائي والبتروكيميائي والصناعات الإلكترونية والطبية والعديد من الصناعات الأخرى.

Startup Screen of an Operating System

» The operating system's startup screen (desktop) includes:

1. Icons
2. Bars



1 **Icons:**

- They are arranged in a specific order over a background.
- The background can be image or color that the user selects.

2 **Bars:** contain icons for:

- Installed software
- Adjusting system settings (such as date, time, and configurations)

الشاشة الافتتاحية لنظام التشغيل:

تتضمن الشاشة الافتتاحية لنظام التشغيل (سطح المكتب) مجموعة من الرموز تُسمى أيقونات Icons تظهر مُرتَّبة بشكل معين فوق خلفية Background عبارة عن صورة أو لون يحددها المستخدِم.

أشرطة Bars تحتوي على أيقونات ترمز لبرمجيات مثبتة على نظام التشغيل، وأيقونات أخرى لضبط بعض إعدادات النظام، مثل: التاريخ والوقت وإعدادات الصوت والشبكة.

NOTES:

1. The startup screen varies for different operating systems.
2. The startup screen of an operating system also varies depending on the version of the operating system.

- تختلف الشاشة الافتتاحية باختلاف أنظمة التشغيل المختلفة.
- وتختلف الشاشة الافتتاحية لنظام التشغيل باختلاف إصداره.

أهم الكلمات والمصطلحات

Operating system	نظام التشغيل	Wearable devices	الأجهزة القابلة للارتداء
Hardware components	مكونات الأجهزة	Network devices	أجهزة الشبكات
Software components	مكونات البرامج	Automotive systems	أنظمة السيارات
Interface between	واجهة بين	Embedded systems	الأنظمة المدمجة
Smart devices	الأجهزة الذكية	Industrial control systems	أنظمة التحكم الصناعية
Personal computers	أجهزة الكمبيوتر الشخصية	Startup screen	شاشة بدء التشغيل
Mobile devices	الأجهزة المحمولة	Desktop	سطح المكتب
Servers	الخوادم	Icons	رموز
Gaming consoles	وحدات التحكم في الألعاب	System settings	إعدادات النظام
Smart TVs	التلفزيونات الذكية	Point of sale	نقاط البيع

Exercises on Lesson 3

1 Choose the correct answer:

1. .... is an interface between the user, hardware and software.
   a. Computer accessories　　b. Operating System
   c. CPU　　d. Smart devices

2. The Android operating system was developed by ....
   a. Apple　　b. Google
   c. Amazon　　d. Microsoft　　(القاهرة – المرج 2025)

3. 📖 The .... software is responsible for managing the hardware components and running all other software.
   a. operating Systems　　b. antivirus
   c. word processing　　d. Paint　　(المنوفية – قويسنا 2025)

4. Desktop computers commonly use operating systems like ....
   a. Android and iOS　　b. Windows and macOS
   c. iOS and Linux　　d. Android and Tizen

5. 📖 Operating systems like Android TV, Tizen, webOS, etc. are used with .... devices.
   a. television　　b. server　　c. print　　d. networking

6. Smartphones and tablets rely on operating systems such as ....
   a. Linux　　b. DOS
   c. Android　　d. Windows Server　　(الأزهر الشريف 2025)

7. 📖 .... devices are network equipment that requires an operating system to operate.　　(البحيرة – بندر دمنهور 2025)
   a. Television　　b. Printing　　c. Smart watches　　d. Routers

8. ATM machines and POS terminals are examples of ....
   a. industrial control systems　　b. embedded systems
   c. gaming consoles　　d. desktop OS

9. 📖 .... is an electronic device through which the customer can pay for the products he has purchased.　　(الدقهلية – دكرنس 2025)
   a. POS Terminal　　b. ATM
   c. Industrial control system　　d. Smart watch

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10 📖 Servers use operating systems like .... (بني سويف 2025)
a. Android b. Tizen c. Linux d. macOS

11 The operating system desktop screen includes ....
a. icons and bars b. videos and games
c. only text d. website links

12 📖 Most modern cars and vehicles have operating systems to control various functions, such as ....
a. information and navigation systems
b. point of sale c. ATMs d. printing

13 Industrial Control Systems (ICS) are used in ....
a. home appliances b. personal computers
c. industrial facilities d. smartphones

14 .... devices use operating systems tailored for gaming.
a. Servers b. Smartwatches
c. ATMs d. Gaming consoles

15 The startup screen varies depending on the ....
a. internet connection b. document type
c. user's preference d. OS version

16 The operating system runs all software with .... (القاهرة – المطرية 2025)
a. Difficulty b. Ease c. Slowness d. randomness

2 Put (✓) or (✗):

1 An operating system manages hardware and software components.
(القاهرة – المطرية 2025) ( )

2 Routers are network devices that require an operating system to function.
(القاهرة – المطرية 2025) ( )

3 Smartphones and tablets run on operating systems like Microsoft Windows, Mac OS. ( )

4 Servers use operating systems such as Linux. (القاهرة – المرج 2025) ( )

5 Gaming consoles have exclusive operating systems tailored for gaming and multimedia purposes. ( )

6 📖 Smart TVs operate on platforms like Android TV and Tizen.
(المنوفية – شبين الكوم 2025) (دمياط 2025) ( )

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7 Modern cars have operating systems to control various functions. ( )
(القليوبية 2025)

8 📖 A word processing program manages the computer hardware components. ( )
(البحيرة – وادي النطرون 2025)

9 Modern vehicles often have operating systems called Automotive Systems. ( )

10 📖 Device security and protection are among features of the operating system. ( )
(سوهاج – جرجا 2025)

11 📖 Desktop computers utilize operating systems like Microsoft Windows. ( )
(البحيرة – إيتاي البارود 2025)

12 Point of sale terminals are an electronic device that the customer can pay for shopping. ( )
(البحيرة – وادي النطرون 2025)

13 📖 Utilizing wearable devices like smartwatches and fitness trackers does not necessitate an operating system. ( )

14 ATMs do not require an operating system for their operations. ( )

15 The startup screen varies for the operating system according to the version of the operating system. ( )

16 The desktop of an operating system includes icons arranged in a specific order. ( )

17 Gaming consoles such as PlayStation and Xbox use general-purpose operating systems. ( )

3 Complete:

1 .... is responsible for managing the hardware components.
(القاهرة – المرج 2025)

2 The startup screen of the operating system includes a set of symbols called ....
(القاهرة – المطرية 2025)

3 Android TV operating systems are used with .... devices.
(القاهرة – المطرية 2025)

4 .... is the opening screen of the operating system and includes a set of symbols called icons.
(الأزهر الشريف 2025)

5 .... terminals are electronic device that enable customers to pay for products they purchased.
(الدقهلية 2025)

6 Smartphones and tablets rely on operating systems such as .... from Apple company.
(دمياط – عزبة البرج 2025)

Play with PONY

Match the following

Android & ios	1
ICS	2
Automotive system	3
Android TV & Tizen & Web os	4
MS Windows servers & linux	5
Embedded system	6
Windows & mac os & linux	7

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Lesson 4

Installation and Removal of Software and Digital Peripherals

- To execute your project on a computer or mobile device, you must ensure that all required programs are installed, on the device.
- If you required programs are not installed, you can get it:

1. From storage device
2. By downloading it from the internet

- Then you can install the program to use it.

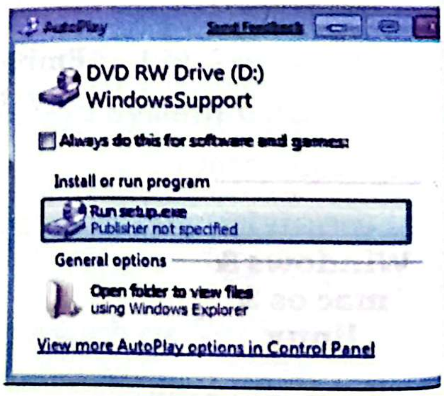
- لتنفيذ مشروعك على جهاز الكمبيوتر أو الهاتف المحمول، يجب عليك التأكد من تثبيت جميع البرامج المطلوبة على الجهاز.
- إذا لم تكن البرامج المطلوبة مثبتة، يمكنك الحصول عليها من وحدة تخزينها أو تحميلها من الإنترنت.
- بعد ذلك، يمكنك تثبيت البرنامج لاستخدامه.

- The installation of programs depends on the form in which the program comes.
  1. If you purchased the program: it comes on a CD or DVD, and this disc is used to install the program.
  2. If you downloaded the program from the internet: it will be in the form of a file, and this file is used to install the program.

- تعتمد عملية التثبيت على الهيئة التي يأتي عليها البرنامج:
  1. فإذا قمت بشراء البرنامج، فإن البرنامج يأتي على قرص مضغوط أو قرص DVD، ويُستخدم هذا القرص لتثبيت البرنامج.
  2. إذا قمت بتنزيل البرنامج من الإنترنت، يكون البرنامج على هيئة ملف، ويُستخدم هذا الملف لتثبيت البرنامج.

First Installing a program from a CD or DVD

1. Insert the disc into your computer's CD / DVD drive.
2. An AutoPlay dialog box appears as shown.
3. Click on Run SETUP.EXE, it is usually the name of the installation file.
4. Follow the installation instructions.



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- **Note:** Installation procedures differ from one program to another.

أولًا: تثبيت البرنامج من CD أو DVD:

1 أدخل القرص في محرك أقراص DVD /CD بجهاز الكمبيوتر.

2 سيظهر مربع حوار التشغيل التلقائي كما هو موضح.

3 انقر على «تشغيل Run SETUP.EXE» وهو عادةً اسم برنامج التثبيت.

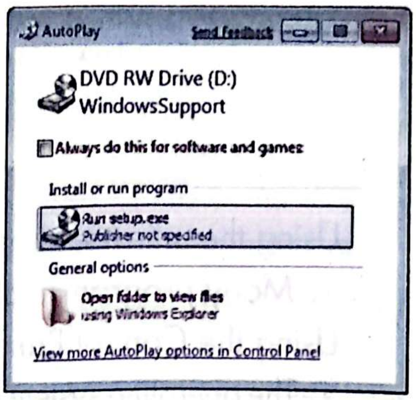
4 اتبع تعليمات التثبيت. • ملاحظة: تختلف خطوات التثبيت من برنامج لآخر.

Second Installing a program from an Internet-downloaded file:

1 Use the "This PC" icon to access the downloaded file.

2 Double-clicking the file starts up the installer.

Note: If the downloaded file is compressed. You need to unzip it first to access and select the SETUP.EXE icon.



ثانيًا: تثبيت البرنامج من ملف تم تنزيله من الإنترنت:

1 استخدم أيقونة جهاز الكمبيوتر «This PC» للوصول إلى الملف الذي تم تنزيله.

2 انقر نقرًا مزدوجًا فوق الملف؛ ليبدأ عمل برنامج التثبيت.

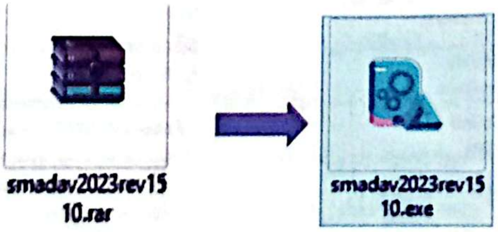
ملاحظة: إذا كان الملف الذي تم تنزيله مضغوطًا، فيجب فك ضغطه أولًا للوصول إلى أيقونة SETUP.EXE واختيارها.

How to install a program from a compressed file

1 Extract the compressed files.

2 Then double-click the installation file.

3 Follow the installation instructions.



كيفية تثبيت برنامج من ملف مضغوط:

1 قم بفك ضغط الملفات. 2 ثم انقر نقرًا مزدوجًا فوق ملف التثبيت. 3 اتبع تعليمات التثبيت.

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Remove or Uninstall a Program

» If you stop using a program, you should uninstall the program from your device why?

1. To save disk storage space (free up space)
2. To speed up and eases the use of the device

» Uninstalling a program means that you delete all the files of the program from your device.

إذا توقفت عن استخدام برنامج، فعليك إزالته من جهازك. لماذا؟

1 لتوفير مساحة تخزين على القرص. 2 لتسريع الجهاز وتسهيل استخدامه.

إلغاء تثبيت برنامج يعني حذف جميع ملفاته من جهازك.

Two methods to uninstall a program:

1. Using the uninstallation command in the program
   » Many programs come with their own uninstall command
2. Using the Control Panel
   » The operating system helps you uninstall the program through control panel.

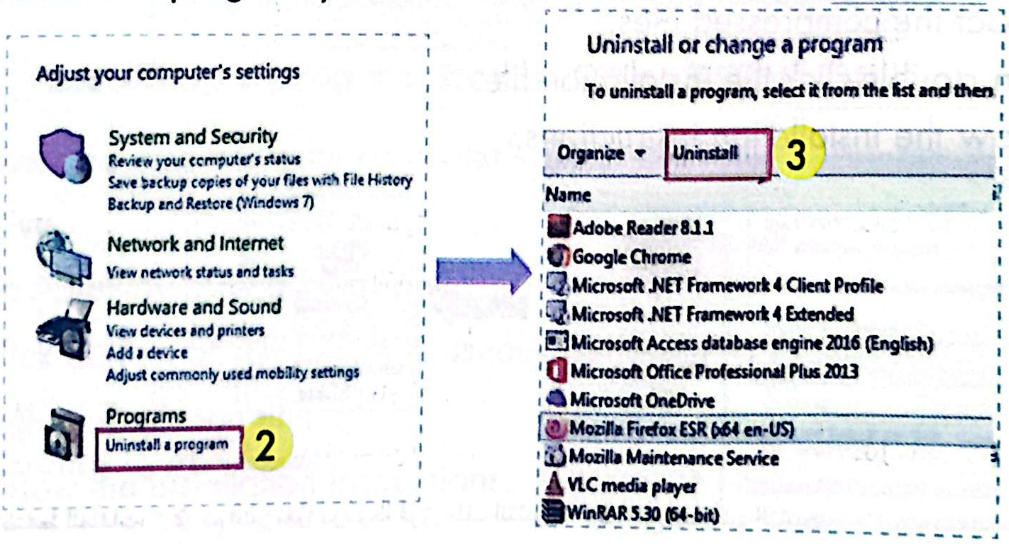
هناك طريقتان لإزالة أو إلغاء تثبيت البرنامج:

1 يقوم البرنامج نفسه بذلك؛ حيث تأتي العديد من البرامج مصحوبة بأمر إزالة التثبيت الخاص بها.

2 من خلال التحكم Control Panel؛ حيث يساعد نظام التشغيل في إلغاء تثبيت البرنامج.

Steps to Uninstall a Program:

1. Open the Control Panel window.
2. Click on Uninstall a program,it display the installed programs window.
3. Click on the program you want to uninstall, then click Uninstall.



خطوات إزالة برنامج مثبت على الجهاز:

1 افتح نافذة لوحة التحكم Control Panel.

2 انقر فوق Uninstall a program تظهر نافذة البرامج المثبتة.

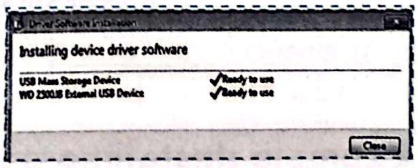
3 انقر فوق البرنامج الذي تريد إلغاء تثبيته، ثم انقر فوق Uninstall.

Installing a new device

- **Installing plug and play devices**
- **Installing devices using setup CD/DVD**

1 Installing plug and play devices:

- Operating systems support many devices attached to the computer such as USB printers, webcams, scanners, etc.
- Modern operating systems include a list of drivers for many peripheral device.
- When you connect a new plug and play device, the operating system automatically detects the new peripheral.
- Then, it searches its list of drivers to find the appropriate driver.
- If the operating system find the matching driver:
  - It installs the correct driver file(s).
  - It makes other necessary adjustments to the system without any intervention from you.



1 تثبيت أجهزة التوصيل والتشغيل:

- تدعم أنظمة التشغيل العديد من الأجهزة الملحقة بالكمبيوتر، مثل طابعات (USB)، وكاميرات الويب، والماسحات الضوئية، وغيرها.
- تتضمن أنظمة التشغيل الحديثة قائمة من برامج التشغيل (Drivers) للعديد من الأجهزة الطرفية.
- عند توصيل جهاز ملحق جديد به خاصية التوصيل والتشغيل يكتشف نظام التشغيل الجهاز الطرفي الجديد تلقائيًا.
- ثم يبحث في قائمة برامج التشغيل (Drivers) للعثور على برنامج التشغيل المناسب.
- إذا عثر نظام التشغيل على برنامج التشغيل الصحيح فإنه يقوم بتثبيت ملف (أو ملفات) برنامج التشغيل الصحيح وإجراء التعديلات اللازمة الأخرى على النظام دون أي تدخل منك.

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» If the operating system does not find the matching driver:

- Operating system runs a wizard program to find the driver for the new peripheral.
- The user must tell the wizard where to find the driver (on a CD, flash driver, or other storage device).

» إذا لم يعثر نظام التشغيل على برنامج التشغيل (driver) المناسب:

- يقوم نظام التشغيل بتشغيل برنامج المعالج للبحث عن برنامج التشغيل للجهاز الطرفي الجديد.
- يجب على المستخدم إخبار برنامج التشغيل بمكان العثور على برنامج التشغيل (على قرص مضغوط أو ذاكرة فلاش أو أي جهاز تخزين آخر).

2 Installing None plug and play devices (using Setup CD/DVD):

» Some devices come with a setup CD or DVD that includes:

- Driver files
- Utility programs
- Information file (inf file)

» When you insert the CD or DVD, the setup program automatically copies the driver files and the setup information file (inf.) into a dedicated folder to run the device.

2 تثبيت الأجهزة غير الداعمة للتوصيل والتشغيل (باستخدام قرص مضغوط / قرص DVD للإعداد):

- تأتي بعض الأجهزة مع (DVD/CD) للإعداد يتضمن: ملفات برنامج التشغيل، برامج الأدوات المساعدة، ملف المعلومات (ملف inf).
- عند إدخال (DVD/CD) يقوم برنامج الإعداد تلقائيًا بنسخ ملفات برنامج التشغيل وملف معلومات الإعداد (inf) إلى مجلد مخصص لتشغيل الجهاز.

Example :Installing a Printer مثال: تثبيت الطابعة

First Installing Plug and Play local printer:

» **Local printer:** a printer that directly connected to the computer.

1. Connect the printer to a USB port.
2. The Plug and Play feature will automatically handle the installation.

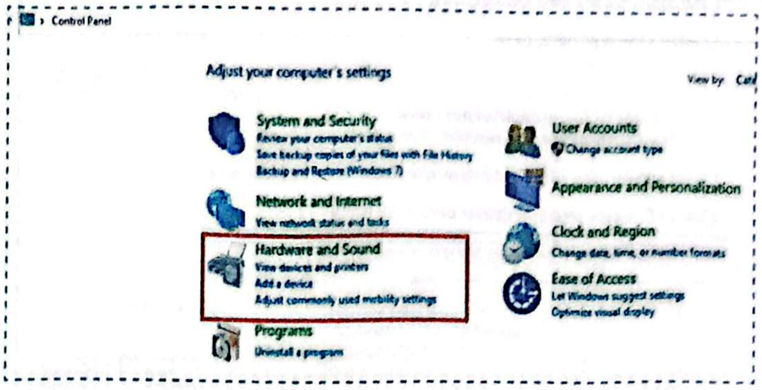
أولًا: تثبيت طابعة محلية (أي متصلة مباشرة بجهاز الكمبيوتر) وتدعم خاصية التوصيل والتشغيل:

قم بتوصيل الطابعة بمنفذ USB، وستقوم خاصية التوصيل والتشغيل بعملية التثبيت تلقائيًا.

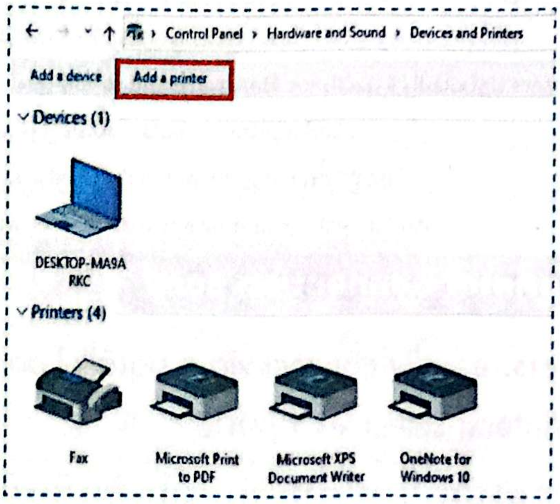
Second Installing a non-plug and play printer:

- This may require some additional setup steps.

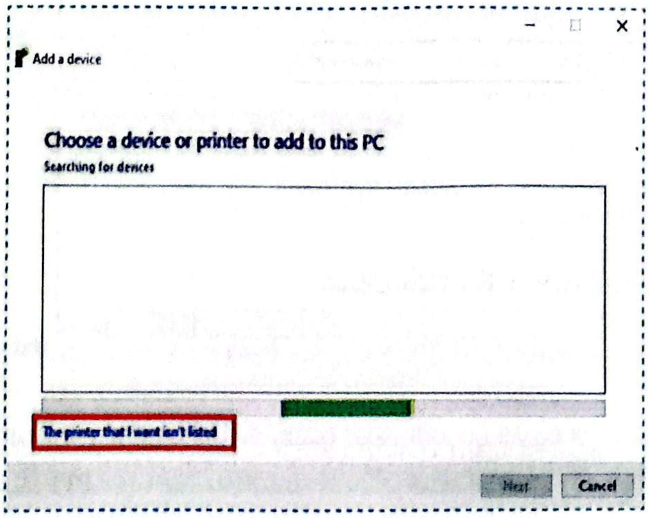
Control Panel ⇨ Hardware and Sound ⇨ Devices and Printers



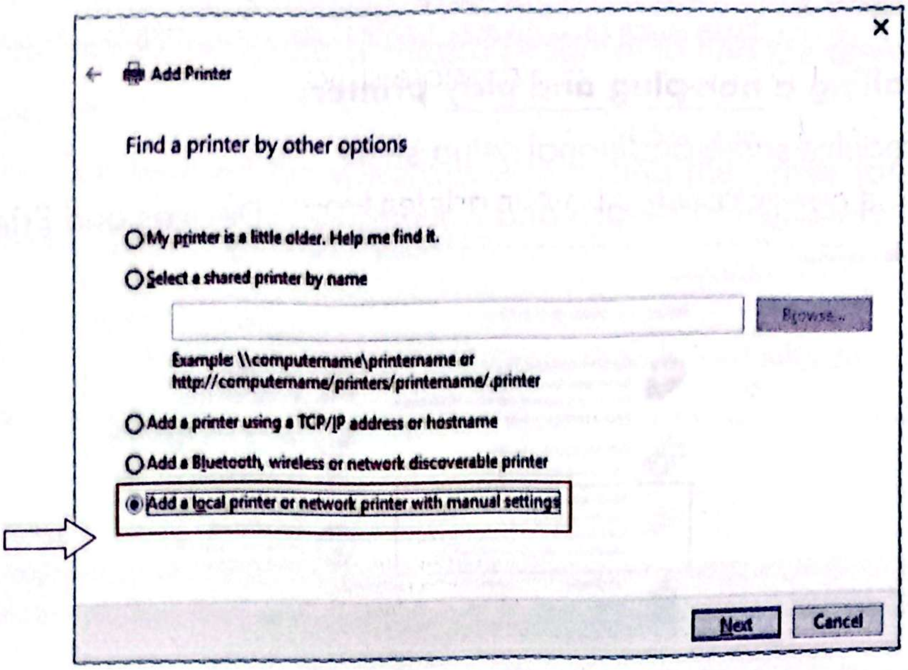
- If the required printer is found, select it, then click"add a printer".



- If the printer is NOT found, Click "The printer that i desire is not listed."



» Select "Add a local printer or network printer with manual settings."



نيًا: تثبيت طابعة لا تدعم خاصية التوصيل والتشغيل Non-Plug and Play Printer:

تتطلب الطابعات التي لا تدعم خاصية التوصيل والتشغيل بعض أعمال الإعدادات الإضافية.

نفتح لوحة التحكم >> نختار منها Hardware and sound >> «الأجهزة والطابعات» Devices and Printers.

و وجدنا الطابعة المطلوبة ننقر فوق «إضافة طابعة» Add a printer.

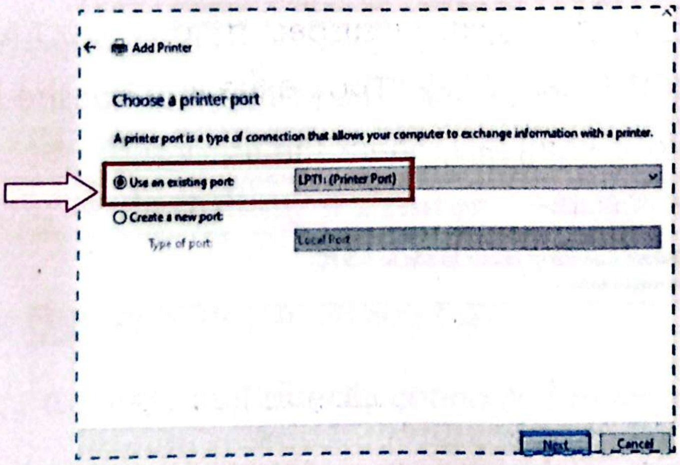
و لم نجد الطابعة المطلوبة نضغط The printer that I want isn't listed.

نختار Add a local printer or network printer with manual settings.

Identifying the printer connection port:

» **For older printers:** usually connect via a parallel port ⇨ use LPT1 .

» **For Modern printers:** select USB port.



تحديد منفذ الطابعة:

• يتعين عليك أولًا تحديد المنفذ الذي تتصل به الطابعة. بالنسبة لمعظم الطابعات القديمة التي تتصل بمنفذ متوازٍ، فإن الاختيار الصحيح هو المنفذ LPT1، وأما الطابعات الحديثة فتستخدم المنفذ USB.

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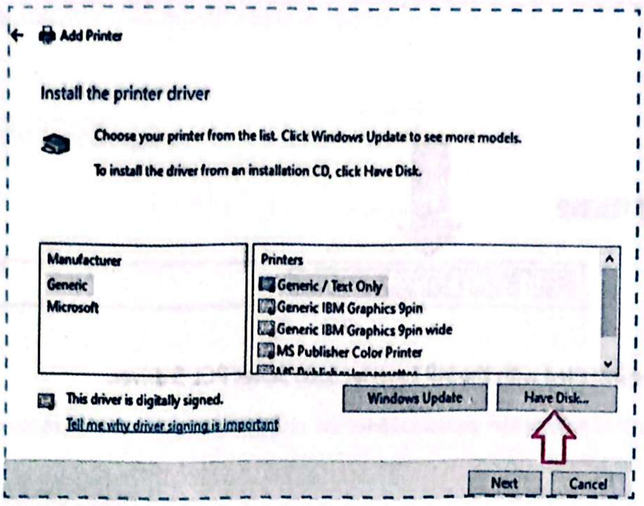
Identifying the correct driver:

- Click 'Next' to choose the appropriate driver.
- From the list of drivers available in the Driver Store, you can choose the one that is compatible with your printer type.



تحديد برنامج التشغيل الصحيح:

- انقر فوق Next لاختيار برنامج التشغيل الصحيح.
- من قائمة برامج التشغيل المتوفرة في متجر برامج التشغيل، يمكنك اختيار البرنامج المتوافق مع نوع الطابعة.

If you do not find the required driver:

- Click on "Have Disk".
- Browse your storage devices for the driver you need.
- If you do not have the driver or suspect a newer version is available, click on "Windows Update" to update the list of printers.
- After the update is complete, check the list again to see if your printer model is now available.

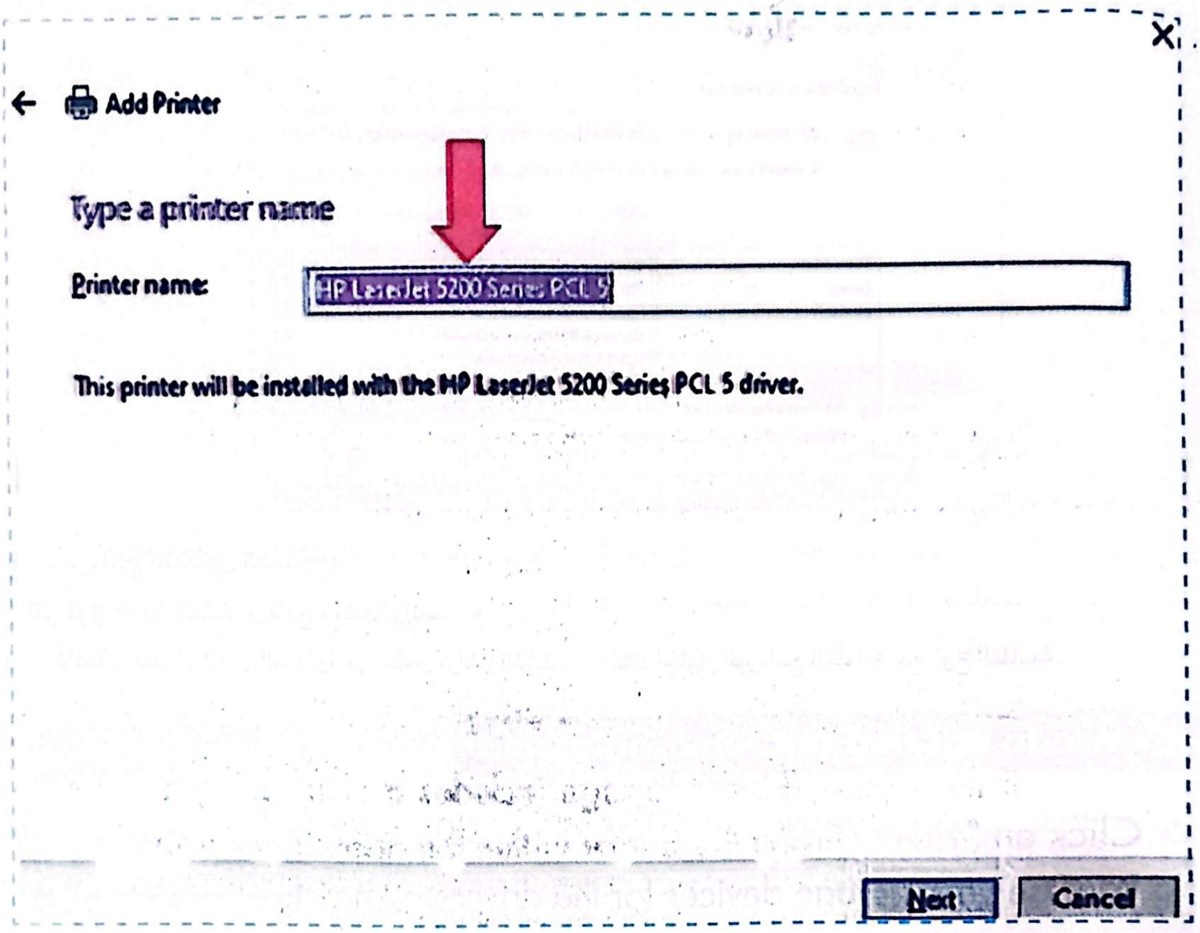
إذا لم تجد برنامج التشغيل المطلوب:

- فانقر فوق قرص خاص «Have Disk».
- استعرض وحدات التخزين للوصول إلى برنامج التشغيل المطلوب.
- إذا لم يكن لديك برنامج لتعريف الطابعة، أو إذا كنت تشك في توفر إصدار أحدث، فانقر فوق Windows Update لتحديث قائمة الطابعات.
- بعد اكتمال التحديث، تحقق من القائمة مرة أخرى لمعرفة ما إذا كان طراز الطابعة الخاصة بك أصبح متوفرًا.

Final step in printer setup:

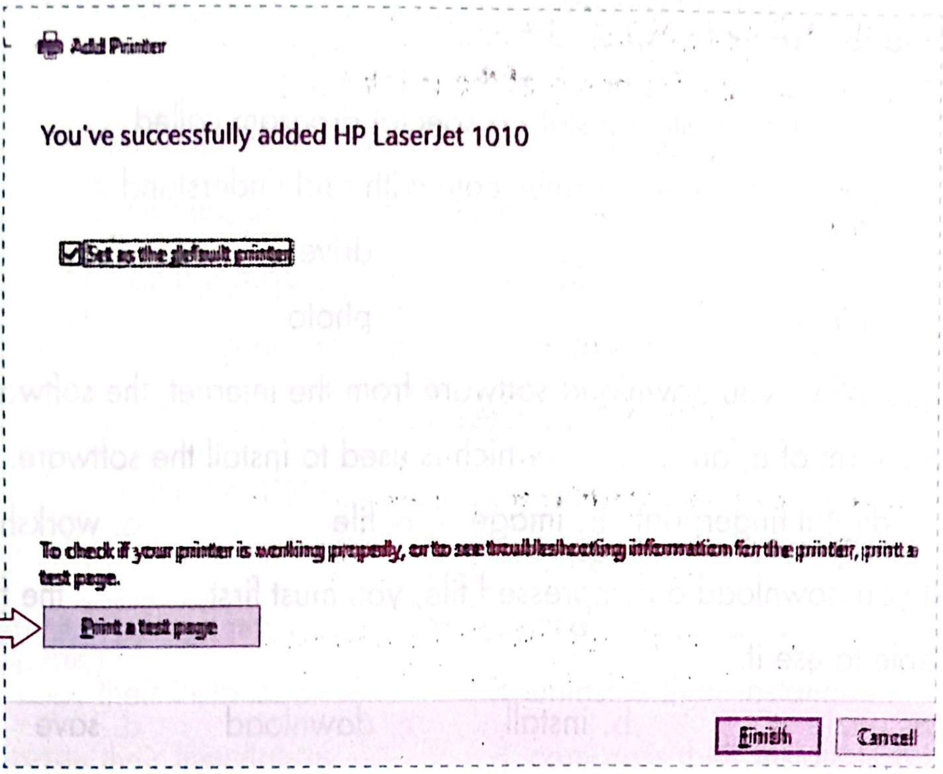
» The last step is to **name the printer:**

- The default name usually includes the manufacturer name and model.
- You can change the name of the printer.



• الخطوة الأخيرة في عملية إعداد الطابعة هي إعطاء اسم للطابعة، يتضمن الاسم الافتراضي عادةً اسم الشركة المصنعة وطراز الطابعة؛ يمكنك تغيير الاسم الآن أو لاحقًا.

» After the installation process is completed: the wizard may offer to print a test page to ensure the printer is working properly.



- بعد إتمام عملية تثبيت الطابعة بنجاح، يوفر المعالج إمكانية طباعة صفحة اختبار؛ للتأكد من عمل الطابعة بشكل صحيح.

- **Note:** If the printer driver package includes a setup program, run the setup program to install the printer within the operating system.

- إذا كانت حزمة برنامج تشغيل الطابعة تتضمن برنامج إعداد، فقم بتشغيل برنامج الإعداد، ومن خلاله يمكنك تعريف الطابعة داخل نظام التشغيل.

أهم الكلمات والمصطلحات			
Installation process	عملية التثبيت	Plug and Play	التوصيل والتشغيل
Software disc	قرص البرامج	Successful installation	تثبيت ناجح
Installation file	ملف التثبيت	Printer driver	برنامج تشغيل الطابعة
Compressed files	الملفات المضغوطة	Windows Update	تحديث ويندوز
Uninstall a program	إلغاء تثبيت برنامج	Test page	صفحة اختبار
Control Panel	لوحة التحكم	Installation wizard	معالج التثبيت
Hardware components	مكونات الأجهزة	USB port	منفذ USB
Device driver	برنامج تشغيل الجهاز	Parallel port	منفذ متوازٍ

Exercises on Lesson 4

1 Choose the correct answer:

1 The operating system installs a special program called .... for the connected device to communicate with and understand it.

a. data
b. driver
c. folders
d. photo (الأزهر الشريف 2025)

2 📖 When you download software from the internet, the software is in the form of a/an .... which is used to install the software.

a. digital fingerprint b. image c. file d. worksheet

3 If you download a compressed file, you must first .... the file to be able to use it. (سوهاج – جرجا 2025)

a. unzip b. install c. download d. save

4 📖 When the operating system automatically detects a new peripheral device, it ....

a. deletes the driver for the peripheral device
b. install the appropriate driver for the peripheral device
c. shut down the computer
d. restart the computer

5 Uninstalling a program can be done through the ....

a. Task Manager
b. Control Panel
c. File Explorer
d. Recycle Bin

6 📖 Modern operating systems include a list of .... for many accessory devices. (الدقهلية 2025) (المنوفية – شبين الكوم 2025)

a. malware b. viruses c. songs d. drivers

7 📖 Removing unused programs results in .... (دمياط – عزبة البرج 2025)

a. device slow
b. save storage space
c. Sign up
d. all of them

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8 The first step to uninstall a program via Control Panel is to ....

a. click "delete"
b. click "Uninstall a program"
c. insert a CD
d. download an app

9 📖 Removing a program means that you are ....

a. copying all the program files to the computer
b. deleting all the program files from the computer
c. pasting all the program files to the computer
d. saving all the program files from the computer (الدقهلية – دكرنس 2025)

10 📖 To install a new peripheral device, it is required to provide ....

a. information and data
b. drivers
c. folder
d. images (البحيرة – إيتاي البارود 2025)

11 📖 Many programs come with a command ....

a. copy their installation
b. uninstall their installation
c. paste their installation
d. compress their installation

12 Modern operating systems include drivers for many ....

a. documents
b. peripherals
c. games
d. photos

13 The .... feature means the operating system install the correct and appropriate program for the device. (قويسنا 2025)

a. control panel
b. plug and Play
c. CD
d. Alt+ cut

14 When the operating system doesn't have a driver for a new device, it ....

a. stops the installation
b. installs the wrong driver
c. runs a wizard
d. disconnects the device

15 To install a printer that does not support plug-and-play, we open ....

a. Settings
b. Control Panel
c. Documents
d. YouTube (القاهرة – المطرية 2025)

16 In the printer installation process select the correct .... (الدقهلية – دكرنس 2025)

a. port
b. color
c. paper size
d. brightness

17 The wizard allows you to print a test page to ensure ....

a. printer name is correct
b. driver is uninstalled
c. printer works properly
d. Ink is full

18 For older printers connected via parallel port, the correct port is usually ....

a. LPT1
b. USB
c. COM1
d. HDMI

19 When you can't find a printer driver, you should use ....

a. Windows Update
b. Control Panel
c. Device Manager
d. Task Manager

20 📖 The Plug and Play feature is ....

a. the operating system deletes the correct and appropriate driver for the new peripheral device
b. the operating system installs the correct and appropriate driver for the new peripheral device
c. the operating system copies the correct and appropriate driver for the new peripheral device
d. the operating system shuts down the computer

2 Put (✓) or (✗):

1 The installation process depends on the form in which the program comes. ( )

2 If you downloaded the program from the Internet, it comes as a file used for installation. ( )

3 Programs cannot be installed using a DVD. (القاهرة – المرج 2025) ( )

4 You can install the program by clicking on SETUP.EXE. ( )

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5. To install a program from a compressed file, first extract the files. ( )
6. The LPT1 port is typically used for modern printers that connect via USB. ( )
7. 📖 To uninstall the program, use the Control Panel. (بني سويف 2025) (دمياط الجديدة 2025) ( )
8. 📖 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ( )
9. When installing a program, we use the "This PC" icon to access the downloaded file. (قويسنا 2025) ( )
10. Uninstalling a program removes all its files from your computer. ( )
11. 📖 Many programs come with their own removal or uninstall command. (دمياط – عزبة البرج 2025) ( )
12. Installing any program requires the operating system's permission. (القليوبية 2025) ( )
13. 📖 The operating system helps you uninstall the program. (الدقهلية 2025) ( )
14. 📖 Removing unused programs increases the storage space on the disk. (البحيرة – إيتاي البارود 2025) ( )
15. Installing a new device always requires user intervention. ( )
16. 📖 Operating systems support many devices attached to the computer such as the printer and webcam. ( )
17. 📖 When the operating system automatically detects the new peripheral device; it installs the appropriate driver for the device. ( )
18. 📖 Modern operating systems do not include a list of drivers for many accessory devices. ( )
19. 📖 A driver is a file or files that the operating system installs to use the new Peripheral device with its full features. ( )

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3 Complete the missing parts:

1. The .... panel is used to uninstall programs. (سوهاج – جرجا 2025)
2. Modern operating systems include a list of .... for many attached devices. (البحيرة – دمنهور 2025)
3. You must open .... to install a non-plug-and-play printer. (القليوبية 2025)
4. When downloading the program from the Internet, the program is in the form of .... (البحيرة – دمنهور 2025)
5. The program can be uninstalled through the .... (البحيرة – وادي النطرون 2025)

4 Write the steps to install the program from a CD or DVD on the computer:

1. ....
2. ....
3. ....

5 Write the steps to install the program from a file downloaded from the Internet on the computer:

1. ....
2. ....
3. ....

6 Write the steps to install the program from a compressed file on the computer:

1. ....
2. ....
3. ....

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7 Write one of the ways to remove or uninstall the program to do this:

1 ....

2 ....

3 ....

8 Write the steps to remove a program installed on the device through the control panel: (المنوفية – شبين الكوم 2025)

1 ....

2 ....

3 ....

9 Write the steps to install a local printer (i.e. directly connected to the computer) that supports the plug and play feature:

1 ....

2 ....

3 ....

10 Arrange the following steps to uninstall a program: (قويسنا 2025)

( ) Click on the program you want to uninstall

( ) Open the Control Panel window

( ) Then click Uninstall

( ) Click on Uninstall a program. The Installed Programs window will appear.

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Play with PONY

Place the following sentence in the appropriate box:

OS includes the driver - OS doesn't include the driver - OS install the driver automatically - OS runs a wizard program to find the driver

"Installing plug and play device"

1 ....

2 ....

3 ....

4 ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Servers use operating systems like .... (دمياط 2025)
   a. Android b. Tizen c. Linux d. macOS
2. To install a new peripheral device, it is required to provide ....
   a. information and data b. drivers
   c. folder d. images
3. Operating systems such as Android TV, Tizen, and webOS are used with .... (البحيرة – دمنهور 2025)
   a. Smart TV b. Servers c. Printing d. Network devices
4. .... unused programs frees up disk space. (القاهرة – المطرية 2025)
   a. Downloading b. Removing c. Both a and b d. None of them
5. .... is an electronic device through which the customer can pay for the products he has purchased. (البحيرة – إيتاي البارود 2025)
   a. POS Terminal b. ATM
   c. industrial control system d. smart watch
6. Removing a program mec that you are .... the program's files from your device. (البحيرة – وادي النطرون 2025)
   a. Saving b. Adding c. Deleting d. Increasing
7. The operating system startup screen called ....
   a. files b. desktop c. background d. This PC

2 Put (✓) or (✗):

1. Tizen and webOS are examples for smart cell phone. (الدقهلية – دكرنس 2025) ( )
2. To uninstall the program, use the Control Panel. (دمياط 2025) ( )
3. Smartwatches do not require an operating system. ( )
4. You should extract compressed files before installing the program. ( )
5. Smartphones and tablets only use Windows. ( )
6. Removing unused programs slows down your computer. (الدقهلية 2025) ( )
7. OS startup screens is the same across versions. ( )
8. LPT1 port is typically used for modern USB printers. ( )

October Exam
on Lessons (1 – 4)

1 Choose the correct answer:

1. Geothermal energy uses the .... to produce electricity.
   a. wind b. sunlight c. Earth's heat d. soil
2. To install a non-Plug and Play printer, you need to access ....
   a. MS Word b. Taskbar c. Control Panel d. Recycle Bin
3. Servers often use operating systems, such as .... (البحيرة – وادي النطرون 2025)
   a. Instapay b. Android c. Linux d. WhatsApp
4. .... is licensed by the Central Bank of Egypt, enables funds transfer.
   a. Zoom b.Instapay c.Digital Egypt d. Email
5. The design and construction of buildings using eco-friendly, energy ....
   a. Smart home b. Sensor technology
   c. Green Building d. Green technology
6. The .... software is responsible for managing the hardware components and running all other software.
   a. Antivirus b. Operating Systems
   c. Word Processing d. Painter (المنوفية – شبين الكوم 2025)

2 Put (✓) or (✗):

1. Programs can only be uninstalled through the Control Panel. (   )
2. Smart TVs run on operating systems such as Android TV and Tizen. WebOS. (الدقهلية 2025) (   )
3. Smart energy grids are unrelated to the integration of green technology with digital transformation.

3 Correct the underline words: (القليوبية 2025)

1. <u>Android</u> is the main operating system used in most desktop computers.
2. The <u>lighting</u> panels are used to generate electricity.
3. Storage space can be saved by removing unnecessary <u>hardware</u>.
4. The file you downloaded may be compressed; therefore, to work with it, you must first <u>remove</u> it.

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Lesson 5

Electronic Mail (Email)

» In this lesson, you will create an email account using one of the free email service providers and use it to send and receive emails to your teacher or a friend.

« في الدرس الحالي سوف تنشئ بريدًا إلكترونيًا من خلال أحد مقدمي خدمات البريد الإلكتروني المجانية، وتستخدمه لإرسال واستقبال رسائل البريد الإلكتروني لمعلمك أو أحد أصدقائك.

Definition of Email

- A digital communication system used to send and receive messages between users over the internet.
- It is one of the cloud computing tools.
- It is used to share texts, files, images, and other information.
- It is one of the most popular means of communication in the world.
- It is one of the indirect communication tools.

تعريف البريد الإلكتروني:

- هو نظام اتصال رقمي يُستخدم لإرسال واستقبال الرسائل بين المستخدمين عبر شبكة الإنترنت.
- هو أحد أدوات الحوسبة السحابية.
- يُستخدم لمشاركة النصوص والملفات والصور وغيرها من المعلومات.
- يُعتبر من وسائل التواصل الأكثر شيوعًا في العالم.
- يعتبر من أدوات الاتصال غير المباشر.

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Components of an Email Address

Example: osama-pony@gmail.com

- An email address consists of three main components:

1 User Name:

- The part at the beginning of the email address, chosen by the user.
- It is a unique and distinctive name that is not reserved by anyone else.

2 The @ symbol (at sign):

- Separates the user name from the domain name.

3 Domain Name:

- The name of the email server that hosts the email account.
- It is a place to store your email messages.

مكونات عنوان البريد الإلكتروني:

يتكون عنوان البريد الإلكتروني (Email address) من ثلاثة مُكونات رئيسية، وهي:

1 اسم المُستخدِم:

هو الجزء الذي يقع في بداية عنوان البريد الإلكتروني، وهو اسم يقوم المستخدم باختياره وتحديده، اسم المُستخدم (User name) هو اسم فريد ومُميز وغير محجوز من قِبَل أي شخص آخر.

2 الرمز @ (at sign):

وهو رمز يفصل بين اسم المُستخدِم وبين اسم خادم البريد الإلكتروني (اسم الدومين) المستخدَم.

3 اسم الدومين:

هو اسم خادم البريد الإلكتروني (mail server) الذي يستضيف حساب البريد الإلكتروني، وهو مكان لتخزين رسائل بريدك الإلكتروني.

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Advantages of Using Email

Speed	Sending and receiving messages very quickly.
Cost	Free in most cases.
Ease	Easy to use with the ability to send a message to any number of recipients at the lowest cost.
Diversity	Texts, files, images, and other information can be shared.
Reliability	Messages arrive reliably in most cases.
Digital Services	Registration is done using email on the websites of service providers and digital products online.

مميزات استخدام البريد الإلكتروني:

- **السرعة:** إرسال واستقبال الرسائل بسرعة كبيرة. • **التكلفة:** مجاني في معظم الحالات.
- **السهولة:** سهل الاستخدام، مع إمكانية إرسال رسالة إلى أي عدد من المتلقين وبأقل تكلفة.
- **التنوع:** يمكن مشاركة النصوص والملفات والصور وغيرها من المعلومات.
- **الموثوقية:** وصول الرسائل بشكل موثوق به في معظم الحالات.
- **الخدمات الرقمية:** يتم التسجيل باستخدام البريد الإلكتروني في مواقع مقدمي الخدمات والمنتجات الرقمية عبر الإنترنت.

Disadvantages of Using Email

Hacking	It can be hacked by hackers.
Spam	You may receive unwanted messages.
Fraud	You may receive fraudulent messages.
Viruses	Some emails may contain viruses or malware.
Privacy	Emails may not be completely secure.

عيوب استخدام البريد الإلكتروني:

- **الاختراق:** يمكن اختراقه من قِبَل المخترقين الهاكرز. • **الرسائل المزعجة Spam:** قد تتلقى رسائل غير مرغوب فيها.
- **الاحتيال:** تلقي رسائل الاحتيال. • **الفيروسات:** قد تحتوي بعض رسائل البريد الإلكتروني على فيروسات أو برامج ضارة.
- **الخصوصية:** قد لا تكون رسائل البريد الإلكتروني آمنة تمامًا.

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Email Service Providers

» There are many free email service providers available, such as:

Email Service Providers

- Gmail
- Yahoo Mail
- Hotmail/Outlook

مقدمو خدمات البريد الإلكتروني: هناك العديد من مقدمي خدمات البريد الإلكتروني المجاني المتاحين.

Creating an Email Account on Google

» Google offers many electronic services, including email service.

» To create an email account through Gmail service and obtain other Google services, you need to create a Google Account.

» A Google account consists of:

1. A user name
2. A password

إنشاء بريد إلكتروني على جوجل Google:

• يقدم لك Google العديد من الخدمات الإلكترونية، والتي منها خدمة البريد الإلكتروني.

• ولإنشاء بريد إلكتروني من خلال خدمة Gmail والحصول على الخدمات الأخرى لـ «Google Account»، يجب إنشاء حساب جوجل Google.

• ويتكون حساب جوجل «Google Account» من اسم المستخدم User Name وكلمة مرور Password.

Advantages of Creating a Google Account

1. It enables you to log in to the Gmail email service.
2. It Enables you to use other Google features and services, such as:

- YouTube
- Google Drive
- Google Docs
- Google Meet

مميزات إنشاء حساب على جوجل «Google account»:

• يُمكنك إنشاء حساب جوجل من الدخول إلى خدمة البريد الإلكتروني Gmail.

• كما يُمكنك حساب جوجل من استخدام ميزات وخدمات أخرى لجوجل، مثل:
YouTube و Google Drive و Google Docs و Google Meet.

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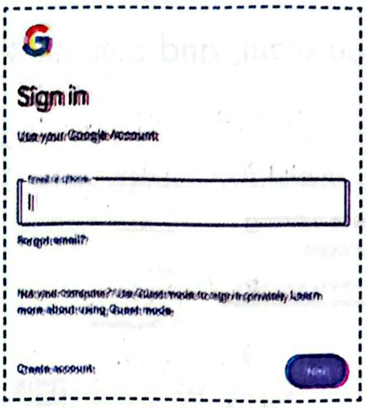
Steps to Create a Google Account

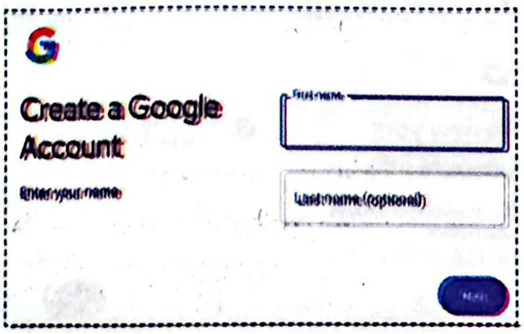
1. Go to the Google website: https://www.google.com.eg
2. Click "Sign in".

3. Click "Create Account".

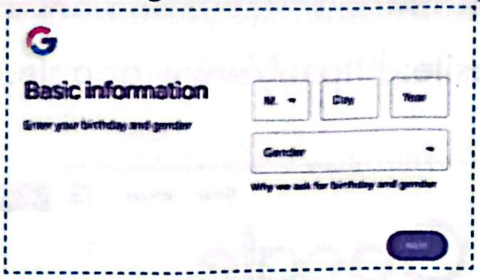


4. To establish a Google account, choose "For my personal use".

5. Insert your 'First name' and 'Last name', then click the 'Next' button.

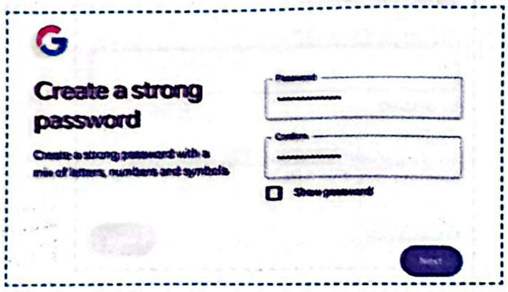


6 Enter your **date of birth** and gender, then click 'Next'.

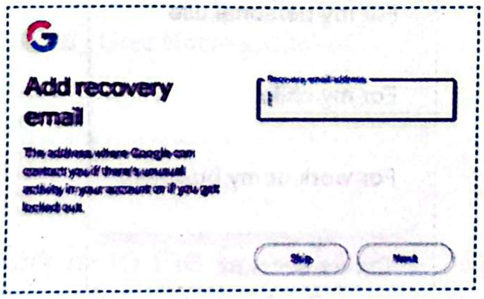


7 Type the username you want in the '**Username**' field and then click 'Next'.

8 Choose the **password** you want, and confirm it again, making sure that it is difficult to guess.

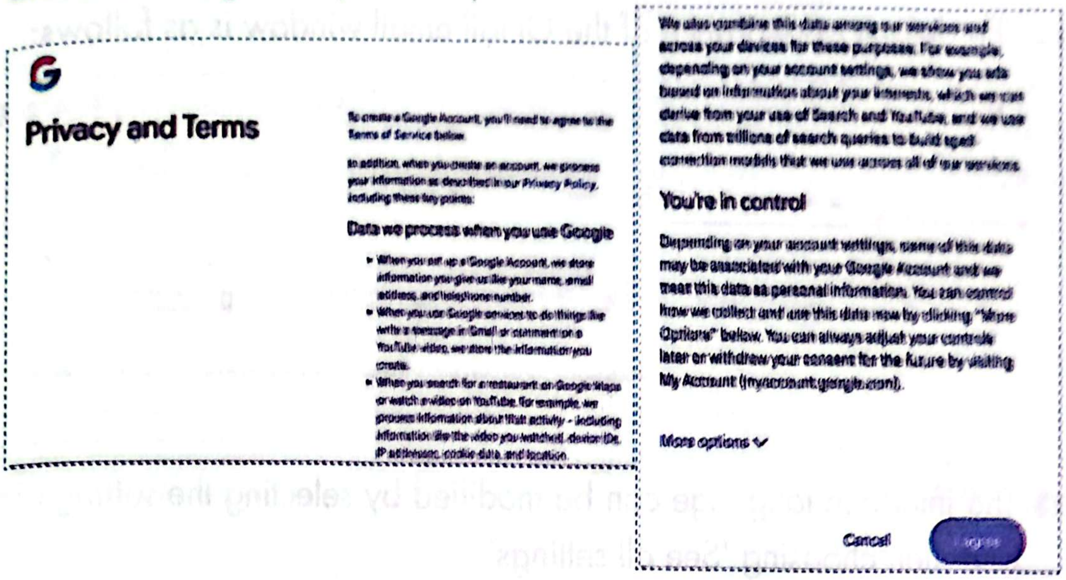


9 Enter an **alternative email** address used to recover the account and you can skip this.



10 Check and confirm your email address.

11 To complete the steps to create your email, review the terms of service and click '**I agree**' if you accept them.



12 Now, you have a Google Account (username and password), you can use your Google Account to access your email or many of the services provided by 'Google'.

خطوات إنشاء حساب جوجل «Google account»:

1 قم بتحميل موقع جوجل /https://www.google.com.eg

2 اضغط تسجيل الدخول Sign in

3 اضغط إنشاء حساب Create Account

4 لعمل حساب شخصي اختر "إنشاء حساب لنفسي".

5 أدخل اسمك الأول (First Name) واسمك الأخير (Last Name) ثم اضغط "التالي".

6 أدخل تاريخ ميلادك والنوع، ثم اضغط "التالي".

7 اكتب اسم المُستخدِم الذي ترغب به في خانة اسم المُستخدِم (Username) ثم اضغط "التالي".

8 اختر كلمة المرور التي تريدها، وأكِّدها مرة أخرى، مع الحرص على أن يصعب تخمينها.

9 أدخل عنوان بريد إلكتروني بديل (Alternate email address) يُستخدم لاسترداد الحساب، ويمكنك تخطي ذلك.

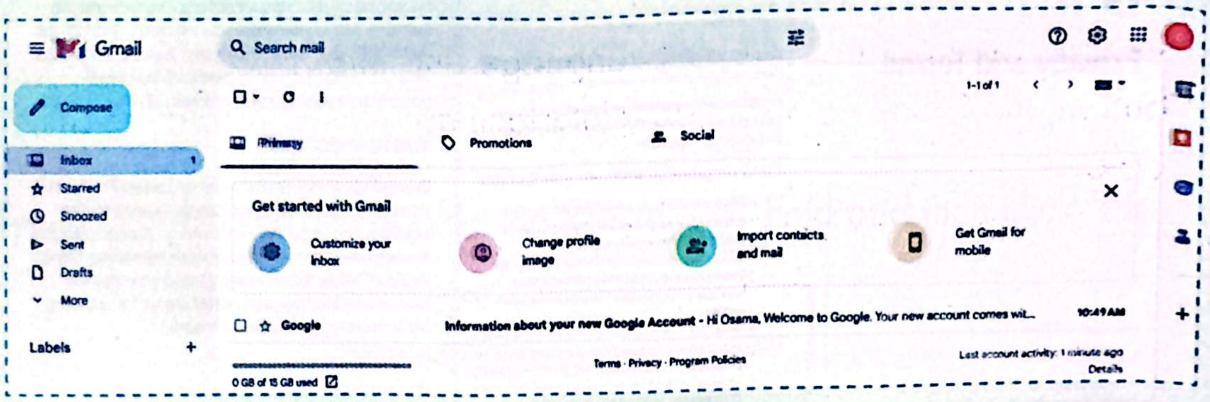
10 قم بالاطلاع على عنوان بريدك الإلكتروني والتأكد منه.

11 لاستكمال خطوات إنشاء بريدك الإلكتروني، قم بالاطلاع على بنود الخدمة، واضغط "أوافق" في حالة قبولها.

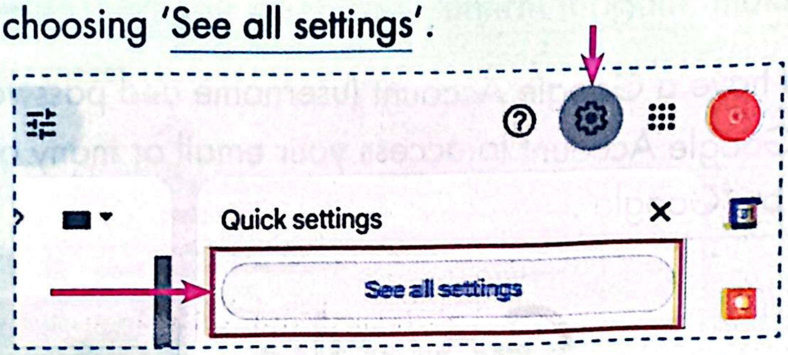
12 الآن أصبح لديك حساب جوجل «Google Account» يتكون من اسم مستخدم وكلمة مرور، يمكنك استخدام حساب جوجل «Google Account» للدخول إلى بريدك الإلكتروني أو العديد من الخدمات التي يقدمها Google.

Gmail email interface

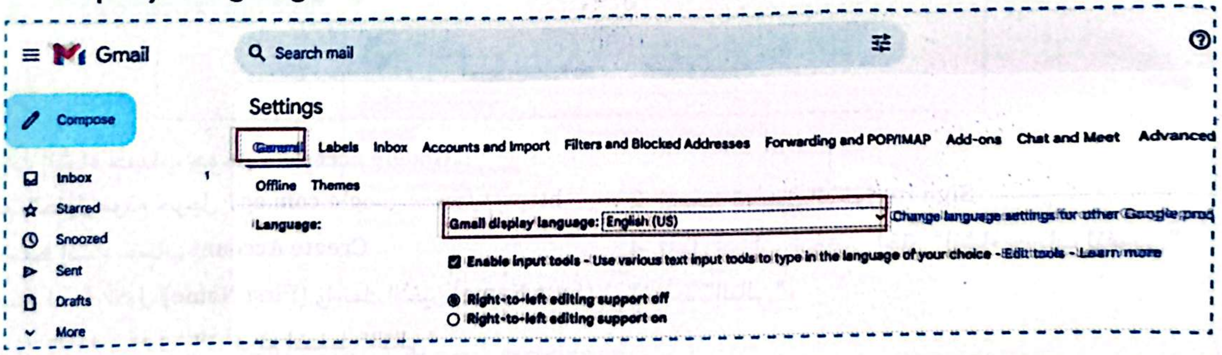
- The default appearance of the Gmail email window is as follows:

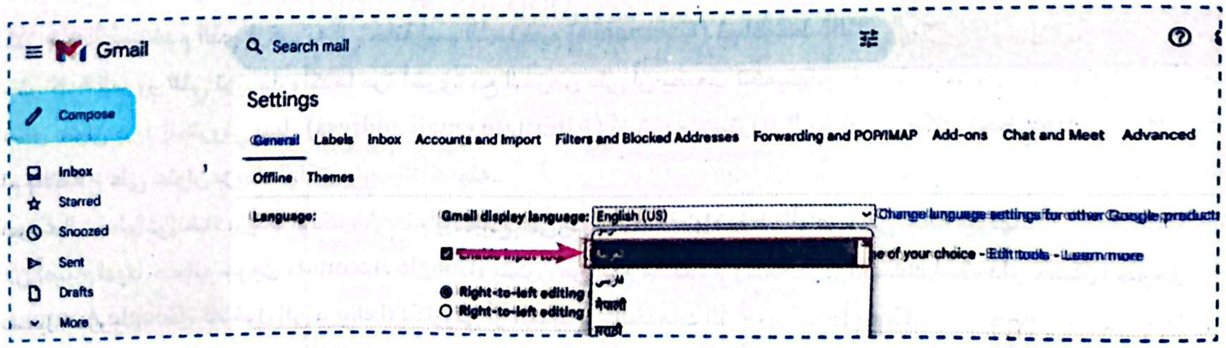


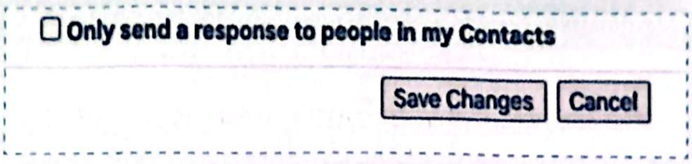
- The interface language can be modified by selecting the **settings icon** and then choosing 'See all settings'.



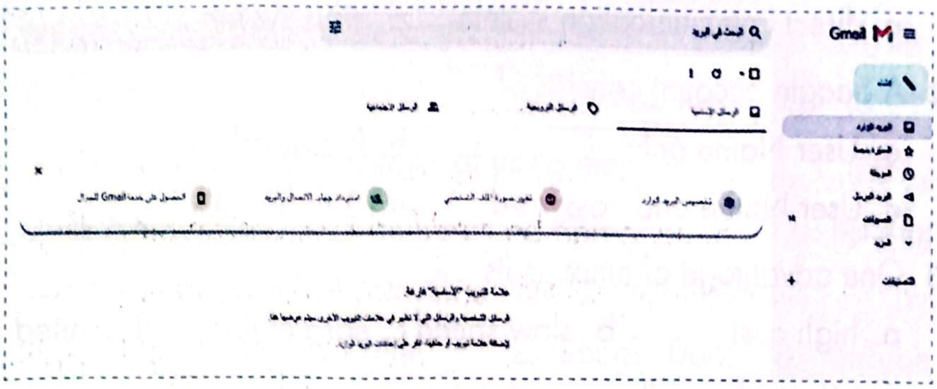
- From the **General** menu, select the Arabic language under "Gmail display language".





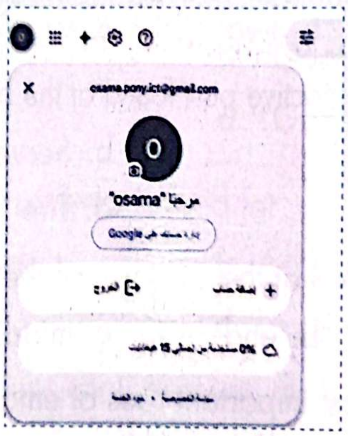


When you choose the Arabic language and click the **Save Changes** button, the Gmail email window interface appears in Arabic, as shown below:



Sign out of your Gmail account

Click on your **profile picture** icon and then choose **'Sign out'**.



أهم الكلمات والمصطلحات		
Email service خدمة البريد الإلكتروني	Gmail خدمة البريد من جوجل	Digital communication الاتصالات الرقمية
Google Account حساب جوجل	Cloud computing الحوسبة السحابية	Sign in تسجيل الدخول
User name اسم المستخدم	Create Account إنشاء حساب	Domain name اسم النطاق
Password كلمة المرور	Email address عنوان البريد الإلكتروني	Alternative email البريد الإلكتروني البديل
Send messages إرسال الرسائل	Google services خدمات جوجل	Receive messages استقبال الرسائل
Interface language لغة الواجهة	Spam رسائل غير مرغوب فيها	Sign out تسجيل الخروج

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Exercises on Lesson 5

1 Choose the correct answer:

1. 📖 Email is a .... (المنوفية – شبين الكوم 2025) (البحيرة – دمنهور 2025)
   a. manual communication system b. digital communication system
   c. direct communication system d. virus system

2. A google account consists of .... (الدقهلية 2025)
   a. User Name only b. Password only
   c. User Name and Password d. Your friend's

3. One advantage of email is its ....
   a. high cost b. slow speed c. ease of use d. limited usage

4. 📖 Through email, you can ....
   a. delete files b. use cloud computing applications
   c. install programs d. print files

5. An email address consists of .... main components.
   a. one b. two c. three d. four

6. It is a unique and distinctive part found at the beginning of an email address.
   a. Username b. Server name
   c. Domain name d. The "@" symbol (الأزهر الشريف 2025)

7. User name is located at the .... of the email address.
   a. beginning b. end c. middle d. none of them

8. 📖 One of the most important uses of email is to ....
   a. scan papers b. share information
   c. cyberbullying d. delete files on your device
   (البحيرة – بندر دمنهور 2025)

9. 📖 One of the advantages of using email is ....
   a. speed in sending and receiving messages
   b. spam c. fraud d. viruses (البحيرة – دمنهور 2025)

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10 Which of these is NOT a free email service provider?

a. Gmail b. Yahoo Mail c. Outlook d. Google Meet

11 📖 Email is considered .... (دمياط – عزبة البرج 2025)

a. one of the direct communication tools

b. one of the indirect communication tools

c. manual communication system d. text file

12 You can change the interface language in Gmail from settings icon, the............. .

a. Trash folder b. Inbox c. General menu d. Profile picture

13 📖 One of the disadvantages of using email is .... (بني سويف 2025)

a. speed b. cost c. ease d. hacking

14 📖 From email service providers .... (دمياط 2025)

a. Gmail b. Paint c. Google Docs d. YouTube

15 The domain name is the name of .... to store your emails.

a. User name b. Email server

c. The @ symbol d. ISP (دمياط – عزبة البرج 2025)

16 📖 To get one of the Gmail services, you must create ....

a. Text file b. "Google Account"

c. Presentation file d. "Google Meet"

(دمياط – عزبة البرج 2025)

17 An alternative email address is used for ....

a. Sending messages b. Account recovery

c. Deleting files d. Logging out

18 📖 To log out of your Gmail account, click on the .... icon.

a. Sign in b. Sign out c. Shutdown d. Sign up

(البحيرة – بندر دمنهور 2025)

19 Signing out of Gmail is done by clicking on .... icon.

a. Inbox b. Settings

c. Profile d. Compose (الدقهلية – دكرنس 2025)

20 Email service providers include .... (القاهرة – المطرية 2025)

a. Gmail b. Yahoo c. google chrome d. Both a and b

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2 Put (✓) or (✗):

1. Email is one of the cloud computing tools. ( )
2. Sharing information is one of the disadvantages of using email. (القليوبية 2025) ( )
3. Email is a direct communication tools. (البحيرة – دمنهور 2025) ( )
4. The symbol @ separates the user name from the domain name. (البحيرة – إيتاي البارود 2025) ( )
5. The user name is located at the end of the email address. ( )
6. User name is the email server that hosts the email account where your email are stored. (الدقهلية – دكرنس 2025) ( )
7. You Tube is from email service providers. (دمياط – عزبة البرج 2025) ( )
8. A domain name is a unique and distinctive name that is not reserved by anyone. (دمياط – عزبة البرج 2025) ( )
9. You must create a Google Account to access Gmail services. ( )
10. One of the disadvantages of using email is spam. (دمياط – عزبة البرج 2025) ( )
11. Sending and receiving messages through email is very quickly. ( )
12. One of the advantages of email is the speed of sending and receiving messages. (القاهرة – المطرية 2025) ( )
13. Email is free in most cases. ( )
14. Email can be hacked by hackers. (سوهاج – جرجا 2025) ( )
15. To log out of your Gmail account, click on the sign out icon. (بني سويف 2025) ( )
16. When setting an e-mail password, make sure it is easy to guess. ( )
17. In your Gmail, you can change the language into Arabic. ( )
18. It is not possible to send an email to more than one person in a single sending process. (البحيرة – وادي النطرون 2025) ( )

3 The email address consists of: (المنوفية – شبين الكوم 2025)

1. ....
2. ....
3. ....

4 Complete:

1. .... is sending and receiving messages over the internet. (القاهرة – المرج 2025)
2. .... from email service providers. (البحيرة – دمنهور 2025)
3. To log out of your Gmail account, click on the .... icon. (الدقهلية – دكرنس 2025)
4. ....is used to exchange messages and attachments. (البحيرة – وادي النطرون 2025)
5. One of disadvantages of using email is............................messages. (البحيرة – وادي النطرون 2025)
6. The .... symbol separates the username and domain name in email addresses. (القاهرة – المطرية 2025)
7. ....is unique and distinctive name in email that is not reserved by anyone else. (الدقهلية – دكرنس 2025)
8. ....is a digital communication system used to send and receive messages between users over the Internet. (دمياط 2025)
9. ....is one of the indirect communication methods and the most commonly used around the world. (الأزهر الشريف 2025)

Play with PONY

Identify email's pros and cons:

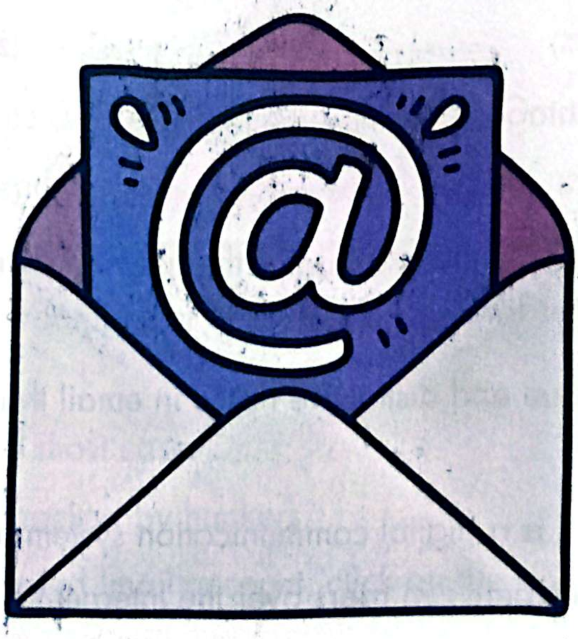
Hacking
PROS CONS

Reliability
PROS CONS

Viruses
PROS CONS

Diversity
PROS CONS

Speed
PROS CONS



Privacy
PROS CONS

Spam
PROS CONS

Cost
PROS CONS

Digital Services
PROS CONS

Fraud
PROS CONS

Ease
PROS CONS

Lesson 6

Cloud Computing

Cloud Computing

» It is a model for providing digital services over the internet.

• الحوسبة السحابية: هي نموذج لتقديم الخدمات الرقمية عبر الإنترنت، مثل:

Types of cloud computing services

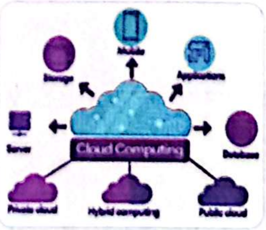
1. Cloud Storage Service:
   » It allows user to store files and folders online.
   » **Examples:** Google Drive, one drive
2. Software Service (Applications) over the Internet:
   » It's makes software (applications) available over the internet without installation.
   » **Examples:** Google Docs, Microsoft Word online.
3. Electronic Resource Sharing Service:
   » It's sharing and exchanging files with others over the internet.
   » **Examples:** Google Drive, one drive.

1 خدمة التخزين السحابي: هي تخزين الملفات والمجلدات عبر الإنترنت.

2 خدمة البرمجيات (التطبيقات) عبر الإنترنت: هي إتاحة استخدام البرمجيات (التطبيقات) عبر الإنترنت.

3 خدمة مشاركة المصادر الإلكترونية: هي مشاركة الملفات وتبادلها مع الآخرين عبر شبكة الإنترنت.

Benefits of Cloud Computing



1. **Ease of access:** Cloud computing services can be accessed without the need for a high-specification computer or mobile device, whether for hardware or software components.
2. **Service availability:** Users can access their data, files, and applications from anywhere where the internet service is available.

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3 Reducing material costs:

- No need to purchase software licenses
- No need to purchase high-specification hardware

4 Sharing digital resources with others

• فوائد الحوسبة السحابية:

1 سهولة الوصول: يمكن الحصول على خدمات الحوسبة السحابية دون الحاجة إلى امتلاك جهاز كمبيوتر أو هاتف محمول بمواصفات عالية، سواء كمكونات مادية أو برمجية.

2 توافر الخدمة: يمكن للمستخدم الدخول على بياناته وملفاته وتطبيقاته من أي مكان تتوافر فيه خدمة الإنترنت.

3 تخفيض التكاليف المادية:

- ليس هناك حاجة إلى شراء تراخيص للبرمجيات. • ليس هناك حاجة لشراء مكونات مادية ذات مواصفات عالية.

4 مشاركة المصادر الرقمية مع الآخرين.

Applications of Cloud Computing in Daily Life
تطبيقات الحوسبة السحابية في الحياة اليومية

- Some examples of cloud computing applications in daily life include:

1 Communication:

- **Email services:** such as: Gmail, Outlook, and Yahoo Mail
  - Used for easy communication with family, friends, and colleagues.
- **Social networking:** such as: Facebook, Twitter, and Instagram
  - We communicate with others and share content on social media platforms.
- **Messaging services:** such as: WhatsApp and Telegram
  - Used to communicate and share files and photos.

التواصل:

- **البريد الإلكتروني:** نستخدم البريد الإلكتروني السحابي مثل: Gmail و Outlook و Yahoo Mail بشكل يومي؛ للتواصل مع العائلة والأصدقاء والزملاء.
- **شبكات التواصل الاجتماعي:** نتواصل مع الآخرين ونشارك المحتوى على منصات التواصل الاجتماعي مثل: Facebook و Twitter و Instagram.
- **خدمات المراسلة:** نستخدم تطبيقات المراسلة مثل: WhatsApp و Telegram للتواصل ومشاركة الملفات والصور.

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2 Cloud Computing Storage:

- **File storage services:** such as Google Drive and OneDrive
  - Used to store, share, and access files anytime and anywhere.
- **Data backup:**
  - Used to protect data against loss in case of device damage.

التخزين الحوسبي:

- **خدمات تخزين الملفات:** نستخدم خدمات مثل: Google Drive وOne Drive؛ لتخزين الملفات ومشاركتها والوصول إليها في أي وقت ومن أي مكان.
- **نسخ البيانات احتياطيًا:** نستخدم خدمات النسخ الاحتياطي السحابي؛ لحماية بياناتنا من فقدانها في حال حدوث أي تلف في أجهزتنا.

3 Producing projects by using:

- **Word Processing Programs:** such as Google Docs and Microsoft Word Online
  - Used to create, edit, and share documents with others.
- **Spreadsheets:** such as: Google Sheets and Microsoft Excel Online
  - Used to organize, analyze data, and create charts.

إنتاج المشاريع باستخدام:

- **برامج معالجة النصوص:** نستخدم برامج معالجة النصوص السحابية مثل: Google Docs وMicrosoft Word Online لإنشاء وتحرير المستندات ومشاركتها مع الآخرين.
- **جداول البيانات:** نستخدم جداول البيانات السحابية مثل: Google Sheets وMicrosoft Excel Online لتنظيم البيانات وتحليلها وإنشاء الرسوم البيانية.

4 Education:

- **E-learning platforms:** such as the Ministry of Education platform
  - Used to access educational materials and interact with teachers and students.
- **Collaboration tools:** such as Google Classroom and Microsoft Teams .
  - Used to work on projects and tasks with others.

التعليم:

- **منصات التعلم الإلكتروني:** نستخدم منصات التعلم الإلكتروني للوصول إلى المواد التعليمية والتفاعل مع المعلمين والطلاب، مثل منصة وزارة التربية والتعليم.
- **أدوات التعاون:** نستخدم أدوات التعاون السحابية مثل: Google Classroom وMicrosoft Teams للعمل على المشاريع والمهام مع الآخرين.

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5 Entertainment:

- **Video streaming services:** We enjoy watching movies, TV shows, and programs on video streaming services like YouTube.
- **Online video games:** We play video games online on cloud platforms.
- **Cloud music services**

الترفيه:

- **خدمات بث الفيديو:** نستمتع بمشاهدة الأفلام والبرامج التلفزيونية على خدمات بث الفيديو مثل YouTube.
- **ألعاب الفيديو:** نلعب ألعاب الفيديو عبر الإنترنت على المنصات السحابية.
- **خدمات الموسيقى السحابية.**

6 Other areas:

- **Online shopping:** We shop through e-commerce websites.
- **Online banking:** We use online banking to transfer money and pay bills.
- **Healthcare services:** We use cloud computing to store medical records.

مجالات أخرى:

- **التسوق الإلكتروني:** نتسوق من خلال مواقع التجارة الإلكترونية.
- **الخدمات المصرفية عبر الإنترنت:** نستخدم الخدمات المصرفية عبر الإنترنت لتحويل الأموال ودفع الفواتير.
- **خدمات الرعاية الصحية:** يتم استخدام الحوسبة السحابية لتخزين السجلات الطبية.

Data Processing and Storage in Cloud Computing

- Data processing and storage in cloud computing depends on a huge infrastructure.
- The steps for data processing and storage in cloud computing can be summarized as follows:
  1. **Data Collection:** From different sources
  2. **Data Transfer:** To cloud data centers
  3. **Data Processing:** In cloud data centers through powerful servers

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4 **Data Storage:** Storing data on high-capacity storage units in cloud data centers

5 **Data Management:** Data is managed by database management systems in cloud data centers.

6 **Data Access:** Data can be accessed by users and applications through the internet.

تعتمد معالجة البيانات وتخزينها في الحوسبة السحابية على بنية تحتية ضخمة. ويمكن تلخيص خطوات معالجة البيانات وتخزينها في الحوسبة السحابية فيما يلي:

1 **جمع البيانات:** من مصادر مختلفة.

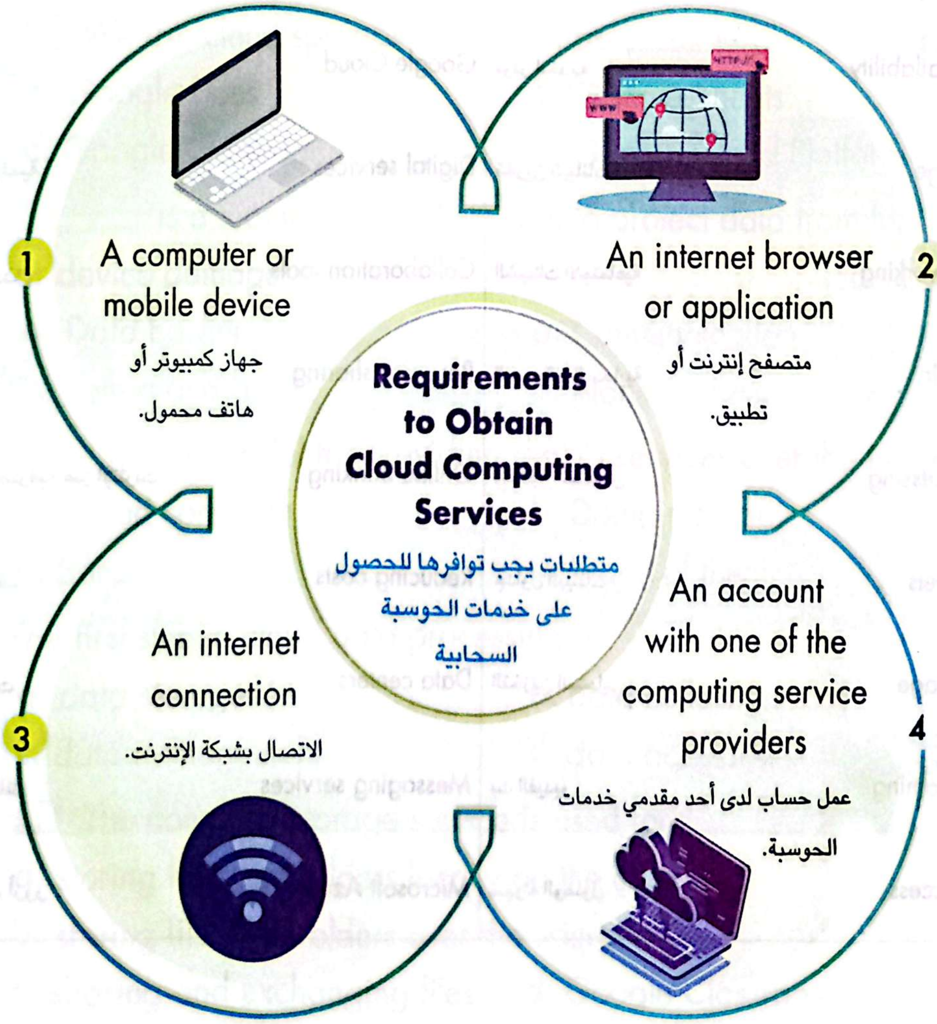
2 **نقل البيانات:** إلى مراكز البيانات السحابية.

3 **معالجة البيانات:** في مراكز البيانات السحابية، ومن خلال خوادم كمبيوتر قوية.

4 **تخزين البيانات:** تُخزَّن البيانات على وحدات تخزين ذات سعة كبيرة في مراكز البيانات السحابية.

5 **إدارة البيانات:** يتم إدارة البيانات بواسطة أنظمة إدارة قواعد البيانات في مراكز البيانات السحابية.

6 **الوصول إلى البيانات:** يمكن وصول المستخدمين والتطبيقات إلى البيانات من خلال الإنترنت.



The most famous cloud computing service providers

أشهر مقدمي خدمات الحوسبة السحابية

- Amazon Web Services (aws)
- Microsoft Azure
- Google Cloud Platform

أهم الكلمات والمصطلحات

Cloud computing	الحوسبة السحابية	Data processing	معالجة البيانات
E-learning platforms	منصات التعلم الإلكتروني	Cloud email	بريد إلكتروني سحابي
Software service	خدمة البرامج	Database management	إدارة قواعد البيانات
Online shopping	التسوق عبر الإنترنت	Data backup	نسخ احتياطي للبيانات
Service availability	توفر الخدمة	Google Cloud	سحابة جوجل
Data storage	تخزين البيانات	Digital services	الخدمات الرقمية
Social networking	الشبكات الاجتماعية	Collaboration tools	أدوات التعاون
Cloud music	الموسيقى السحابية	Resource sharing	مشاركة الموارد
Word processing	معالجة النصوص	Online banking	الخدمات المصرفية عبر الإنترنت
Spreadsheets	جداول البيانات	Reducing costs	تقليل التكاليف
Cloud storage	التخزين السحابي	Data centers	مراكز البيانات
Video streaming	بث الفيديو	Messaging services	خدمات الرسائل
Ease of access	سهولة الوصول	Microsoft Azure	مايكروسوفت أزور

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Exercises on Lesson 6

1 Choose the correct answer:

1. Cloud computing is known as a model for providing ....
   a. presentations b. digital services over the internet
   c. Google Docs d. Google Classroom

2. .... from requirements of cloud computing services. (قويسنا 2025)
   a. Printer b. INSTAPAY
   c. software d. Internet browser

3. We use cloud word processing programs, such as ....
   a. Google Docs b. Google Sheets (المنوفية – شبين الكوم 2025)
   c. Google Classroom d. Google Cloud Platform

4. We use cloud spreadsheets, such as .... (قويسنا 2025)
   a. Google Docs b. Google Sheets
   c. Google Classroom d. Google Cloud Platform

5. .... is a feature of cloud storage to protect data from loss in case of device damage. (القاهرة – المطرية 2025)
   a. Data backup b. Communication
   c. Both a and b d. None of them

6. .... is a model for providing digital services over the internet.
   a. Cloud computing b. Domain name
   c. Sensor d. None of them

7. The first step in cloud data processing is ....
   a. data storage b. data collection
   c. data management d. data access

8. The computer storage service is used for ....
   a. storing files and folders locally on the computer
   b. storing files and folders over the internet
   c. sharing and exchanging files d. Google Classroom

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9 📖 The software and application services over the internet are used for ....

a. enabling the use of software and applications over the internet
b. enabling the use of software and applications without the internet
c. sharing and exchanging files locally
d. email services

10 📖 The service of sharing electronic resources via cloud computing is known as ....

a. computer storage
b. email sharing
c. sharing files and folders locally on the computer
d. sharing and exchanging files with others over the internet

11 📖 Communication is one of the areas of using cloud computing in daily life, and is done through ....

a. email
b. Google Drive
c. computer storage
d. Google Sheets

12 📖 Services for storing, sharing, and accessing files at any time and from anywhere are called ....

a. emails
b. software and applications
c. computing storage
d. Google Sheets

13 📖 We use cloud collaboration tools, such as .... (البحيرة – إيتاي البارود 2025)

a. Google Docs
b. Google Sheets
c. Google Classroom
d. Google Cloud Platform

14 Cloud data processing and storage occur in ....

a. personal computers
b. cloud data centers
c. local devices
d. internet browsers

15 Online shopping is an example of using cloud computing for ....

a. data processing
b. entertainment
c. e-commerce
d. data storage

16 We use .... to transfer money and pay bills.

a. online shopping
b. Microsoft Teams
c. online banking
d. video games

17 📖 The most famous cloud computing service providers are ....
a. Google Docs
b. Google Sheets
c. Google Classroom
d. Google Cloud Platform

(دمياط – عزبة البرج 2025)

18 Cloud computing reduces costs by ....
a. requiring software licenses
b. requiring expensive hardware
c. eliminating the need for high-specifications devices
d. increasing hardware costs

19 Cloud computing in healthcare is used to ....
a. transfer money
b. play video games
c. store medical records
d. stream music

20 Cloud-based word processing programs include ....
a. Google Sheets
b. Microsoft Word Online
c. Adobe Photoshop
d. Excel Online

2 Put (✓) or (✗):

1 Cloud computing is a model for providing digital services via computer. (القاهرة – المرج 2025) (   )

2 An internet connection is required to access cloud computing services. (   )

3 Cloud storage services allow users to store files and folders online. (   )

4 Services for storing, sharing, and accessing files anytime, anywhere are called cloud storage. (دمياط – عزبة البرج 2025) (   )

5 Cloud computing services can be accessed from anywhere with an internet connection. (   )

6 Using cloud computing does not reduce material costs for users. (   )

7 Gmail, Outlook, and Yahoo Mail are examples of cloud email services. (   )

8 Social networking platforms like Facebook and Twitter do not use cloud computing. (   )

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9 Google Drive and OneDrive are examples of cloud storage services. ( )

10 Cloud computing cannot be used for data backup. ( )

11 An example of cloud word processing programs is Google Docs.
(الدقهلية 2025) ( )

12 Telegram is one of the uses of cloud computing in the field of storage.
(قويسنا 2025) ( )

13 Online banking services are used to transfer money and pay bills.
(الأزهر الشريف 2025) ( )

14 Cloud computing is not used in healthcare services. ( )

15 Cloud computing services can be accessed without owning a computer.
(دمياط – عزبة البرج 2025) ( )

16 Amazon Web Services, Microsoft Azure, and Google Cloud Platform are famous cloud computing service providers. ( )

17 Google Sheets and Microsoft Excel Online are used to organize, analyze data, and create charts. ( )

18 To obtain cloud computing services, create an account with a service provider. ( )

3 Complete:

1 File storage, sharing and access services anytime, anywhere, called ....
(البحيرة – بندر دمنهور 2025)

2 .... is from cloud computing services providers. (قويسنا 2025)

3 .... is storing files and folders over the internet.

4 Internet is one of the requirements for .... (القاهرة – المطرية 2025)

5 We use cloud computing in the field of education through .... app.
(الدقهلية – دكرنس 2025)

6 We use cloud spreadsheets like .... (البحيرة – بندر دمنهور 2025)

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7 We use cloud word processing programs such as ....

(البحيرة – دمنهور 2025)

8 We use .... to protect our data from loss in case any damage happening to our devices. (البحيرة – إيتاي البارود 2025)

4 Write 3 benefits of cloud computing:

1 ....

2 ....

3 ....

5 Write 3 areas of using cloud computing in daily life:

1 ....

2 ....

3 ....

6 Write the steps for processing and storing data in cloud computing:

1 ....

2 ....

3 ....

4 ....

5 ....

6 ....

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Play with PONY

Organize these Online services into the right categories:

1. File storage
2. Email
3. Word processing programs
4. Data backup
5. E-learning platforms
6. Healthcare services
7. Social networking
8. Spreadsheets
9. Video streaming
10. Collaboration tools
11. Online video game
12. Messaging services
13. Online shopping
14. Cloud music

1. **Communication**

2. **Education**

3. **Entertainment**

4. **Storage**

5. **To produce projects**

6. **Other areas**

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Google provide free email service through .... (الأزهر الشريف 2025)
   a. YouTube b. Gmail c. Drive d. Windows
2. To log out, you click .... (القاهرة – المرج 2025)
   a. Save b. Sign In c. Sign Out d. sign up
3. Email is primarily used to ....
   a. store files b. send and receive messages
   c. play games d. browse websites
4. An email address consists of .... main component(s).
   a. one b. two c. three d. four
5. Which of these is NOT a free email service provider?
   a. Gmail b. Yahoo Mail c. Outlook d. Microsoft Word
6. We use cloud spreadsheets such as .... (بني سويف 2025)
   a. Google Docs b. Google Classroom
   c. Google Sheets d. Google Cloud Platform
7. To start the process of creating a Google account, you should first ....
   a. sign out b. download a file c. click Sign in d. access your inbox
8. .... is from email service providers. (قويسنا 2025)
   a. YouTube b. Google Docs c. Gmail d. Paint

2 Put (✓) or (✗):

1. The computing storage service is the storage of files and folders locally on the computer. (البحيرة – دمنهور 2025)( )
2. The speed of sending and receiving emails is generally very slow. ( )
3. Data can be accessed by users and applications in cloud computing without the internet. ( )
4. Cloud computing is not used in healthcare services. ( )
5. Cloud computing is a model for providing digital services Online. (سوهاج – جرجا 2025)( )
6. To get a Gmail service, you must create a Google account. (الدقهلية 2025)( )
7. Emails are considered one of the most indirect means of communication. ( )

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Lesson 7

Google Meet and Project Management

Google Meet

It is a video conferencing service developed by Google.

• هو خدمة مؤتمرات الفيديو التي طورتها شركة Google.

» To access Google Meet, you'll need a Google account.

« لكي يُمكنك الوصول الى خدمة «Google Meet» يجب أن يكون لديك حساب جوجل.

Google Meet allows users to

جوجل ميت يتيح للمستخدمين

- Conduct group video calls
- Share screens. مشاركة الشاشات.
- Chat الدردشة.
- Collaborate in real-time التعاون الفوري.
- Work together on joint projects among students العمل معًا في مشاريع مشتركة بين الطلاب.

How to Access Google Meet?

1. From a PC (Web Browser):
   - Via the link: https://meet.google.com
2. From an Android devices
   - Downloading the Google Meet app form the Google Play Store

كيف يمكنك الوصول إلى «Google Meet»؟

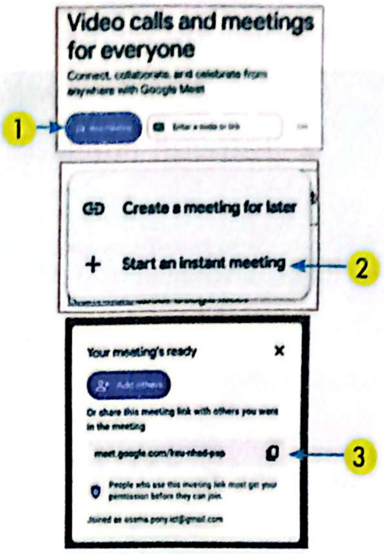
1. من جهاز الكمبيوتر PC من خلال الرابط (https://meet.google.com).
2. من خلال تنزيل تطبيق «Google Meet» لأجهزة أندرويد باستخدام متجر جوجل بلاي.

Creating a Meeting on Google Meet

» There are several options for creating a meeting on Google Meet.

« هناك عدة خيارات يُمكنك من خلالها عقد اجتماع.

1 Starting an Instant Meeting:



» Go to the main page of the Google Meet application:

1. Click on the New meeting button.
2. Click on Start an instant meeting.
3. Click on the Copy icon to share the meeting link.
4. Send the meeting link to participants via communication tools (Email, WhatsApp, etc.).

بدء اجتماع فوري:

1 الانتقال إلى الصفحة الرئيسية للتطبيق «Google Meet». 2 الضغط على زر «اجتماع جديد».
3 الضغط على «بدء اجتماع فوري». 4 الضغط على «نسخ» لمشاركة رابط الاجتماع.
5 إرسال رابط الاجتماع إلى المشاركين عن طريق إحدى أدوات التواصل (البريد الإلكتروني - واتساب WhatsApp...).

2 Creating a Meeting for a Later Time:

» Go to the main page of the Google Meet application:

1. Click on the New meeting button.
2. Click on **Create a meeting for later time.**
3. A small window will appear with a link to the session.
4. Copy the meeting link.
5. Send the link to the people you want to invite to the meeting.

» Sometimes, you may need to **approve** the invitees' requests to join the session.

» When an invitee tries to join your session:

1. A notification will appear at the top of the page.
2. Through notification you can accept or reject their request.

إنشاء اجتماع لوقت لاحق:

• يُمكنك تطبيق «Google Meet» من إنشاء اجتماع لوقت لاحق، والاحتفاظ برابطه إلى الوقت الذي ترغب فيه بالاجتماع مع مَن تريد دعوته للحضور:

1. اتبع نفس الخطوات السابقة لإنشاء اجتماع فوري.
2. انقر على «إنشاء اجتماع لوقت لاحق».
3. ستظهر نافذة صغيرة تضم رابطًا للجلسة.
4. انسخ رابط الاجتماع.
5. أرسل الرابط إلى الأشخاص الذين تريد عقد الاجتماع معهم.

• في بعض الأحيان، قد تحتاج إلى الموافقة على طلب انضمام المدعوين إلى الجلسة. بعبارة أخرى: عندما يحاول المدعو الوصول إلى جلستك، سيظهر لك إشعار أعلى الصفحة يُمكنك من خلاله قبول أو رفض انضمام الشخص.

3 Joining a Meeting on Google Meet:

» **If you are invited to a meeting in Google Meet via a link:**

1. You can join the session by clicking on the link directly.
2. Sometimes, when you click on the meeting link, it may take some time to join until the meeting organizer approves your request to join the meeting.
3. If you are invited to a meeting via a link, do not share the meeting link with others without the meeting owner's permission.

الانضمام لحضور اجتماع: • إذا دُعيتَ إلى اجتماع في «Google Meet» باستخدام رابط:

1. إذا تم إرسال الرابط إليك للانضمام إلى جلسة على «Google Meet»، يُمكنك الوصول إلى الجلسة عن طريق النقر على الرابط مباشرة.
2. في بعض الأحيان، عند النقر على رابط الاجتماع، قد يستغرق الانضمام بعض الوقت إلى حين الموافقة على طلب الانضمام للاجتماع من طرف مُنظِّم الاجتماع.
3. إذا دُعيتَ إلى اجتماع من خلال رابط، فلا ترسل رابط الاجتماع إلى شخص آخر، ويجب استئذان صاحب الاجتماع.

4 During a Google Meet Meeting:

» Whether you are the organizer or an invitee, you can use many options and features that help you follow the meeting in an organized, enjoyable, and useful atmosphere.

» If you're the organizer, you'll also have the ability to manage the session and control invitees.

أثناء الاجتماع: • أثناء اجتماع «Google Meet»، وسواء كنت مُنظِّمًا أو مدعوًّا، يُمكنك استخدام العديد من الخيارات والمميزات التي تساعد على متابعة الاجتماع في جو منظَّم ممتع مليء بالفائدة، مع إمكانيات التحكم بالجلسة والمدعوين في حال كنت المُنظِّم.

General Rules to Follow During the Meeting

- While one participant is speaking, others should listen and mute their microphones.
- Raising your hand to ask to speak helps organize the sessions, talk, and intervene in an organized and smooth manner.
- When you are allowed to speak, the microphone icon will open and you can speak.

قواعد عامة يجب اتباعها أثناء الاجتماع:

- أثناء تحدث أحد المشاركين يجب على باقي المشاركين الإنصات والاستماع وغلق الميكروفون.
- رفع اليد في الجلسة لطلب التحدث يساعد على تنظيم الجلسات والحديث والتدخل بشكل مُنظَّم وسلس.
- وعندما يُسمح لك بالتحدث تُفتح أيقونة الميكروفون ويمكنك التحدث.

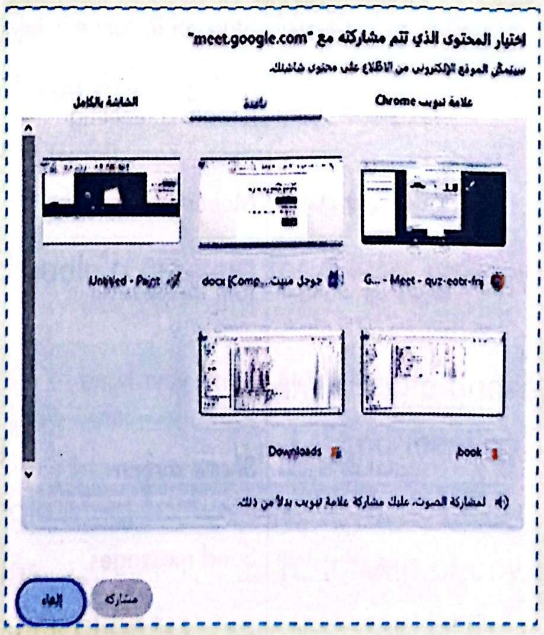
Sending messages during the session:

- You can communicate with attendees by sending messages to participants by clicking on the "In-call messages" icon at the bottom of the page.

إرسال رسائل في الجلسة إلى المشاركين: • عندما تكون في جلسة، يُمكنك التواصل مع الحضور من خلال إرسال رسائل إلى المشاركين في الجلسة عن طريق النقر على أيقونة «الرسالة» In-call messages في الجهة السفلى للصفحة.

Sharing the presentation with participants:

- You can share your entire screen or a window with participants.
- At the bottom of the page, click on the "Share screen" icon, then select one of the tabs (Entire screen, Window, or Tab).



مشاركة العرض مع المشاركين: يُمكنك مشاركة شاشتك بأكملها مع المشاركين أو نافذة معينة. في أسفل الصفحة، انقر على رمز «مشاركة العرض» Share screen، ثم انقر على أحد التبويبات (الشاشة بالكامل أو نافذة أو علامة تبويب).

Stop sharing a presentation:

- In the Google Meet window, click Stop presenting.

إيقاف مشاركة العرض: في نافذة Google Meet، انقر على «إيقاف مشاركة العرض».

أهم الكلمات والمصطلحات			
Digital transformation	التحول الرقمي	Google account	حساب جوجل
Collaboration tools	أدوات التعاون	Start an instant meeting	بدء اجتماع فوري
Direct communication	الاتصال المباشر	Create a meeting	إنشاء اجتماع
Video calls	مكالمات الفيديو	Meeting link	رابط الاجتماع
Online conferences	المؤتمرات عبر الإنترنت	Join the session	الانضمام إلى الجلسة
Exchange data	تبادل البيانات	Raise your hand	رفع يدك
Share screens	مشاركة الشاشات	Share screen	مشاركة الشاشة
Real-time collaboration	التعاون الفوري	Send messages	إرسال الرسائل
Google Meet	جوجل ميت	Stop sharing	إيقاف المشاركة

Exercises on Lesson 7

1 Choose the correct answer:

1. Google Meet is a/an .... (البحيرة – دمنهور 2025)
   a. audio-only service b. voice-only service
   c. storage service d. video conferencing service

2. To access the Google Meet service, you must have a/an ....
   a. Yahoo account b. Google account
   c. bank account d. electronic wallet

3. Which of the following is NOT a feature of Google Meet?
   a. Group video calls b. Screen sharing
   c. Document editing d. Real-time chat

4. Through ...., you can make calls, group video, share screens, and chat.
   a. Google Account b. Google Docs
   c. Google Meet d. Google Drive (قويسنا 2025)

5. To start an instant meeting in Google Meet, you first click on ....
   a. "Join meeting" b. "New meeting"
   c. "End meeting" d. "Schedule meeting"

6. The Google Meet application is considered one of the ways of .... communication. (بني سويف 2025) (دمياط 2025)
   a. indirect b. direct c. slow d. difficult

7. If you want to schedule a meeting for a later time, you should click on ....
   a. "Start now" b. "Create a meeting for later"
   c. "Join meeting" d. "End meeting"

8. One of Google Meet features is ....
   a. sharing screens b. talking at any time
   c. indirect communication
   d. slow communication for audio and video

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9 📖 To express your opinion in an organized manner during a Google Meet meeting, you can click on .... (البحيرة – دمنهور 2025)

a. the meeting link
b. the hand icon
c. talk at any time
d. exit before the end of the meeting

10 📖 One of the general rules that must be followed during the meeting is ....

a. talking at any time
b. listening, hearing, and turning off the microphone
c. giving the meeting link to anyone
d. leaving before the end of the meeting

11 📖 To invite others to a Google Meet meeting, you must send them .... (البحيرة – إيتاي البارود 2025)

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

12 📖 To create a meeting next week through Google Meet, you should choose "................".

a. Start an instant meeting
b. Meeting for a later time
c. Stop sharing the presentation
d. Sharing screens

13 📖 If you have been invited to a Google Meet meeting, to join the meeting, you must click on ....

a. the meeting address
b. the meeting link
c. the meeting image
d. your home address

14 📖 To express your opinion in an organized manner during a Google Meet meeting, you can ....

a. speak at any time
b. leave before the meeting ends
c. send a message
d. stop sharing the presentation

15 📖 When you are invited to a meeting through a link, you should ....

a. not send the meeting link to others
b. speak without permission
c. send the meeting link to anyone
d. leave the meeting

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16 📖 When you finish showing your screen during the meeting, you should .... (المنوفية – شبين الكوم 2025)
a. not send the meeting link to others
b. talk without permission
c. click "Stop sharing the presentation"
d. share the screen

17 📖 To organize a Google Meet meeting, when speaking, you should ....
a. speak at any time
b. raise your hand
c. leave the meeting
d. send the meeting link to others

18 📖 To help keep the sessions organized, you should talk and intervene in an organized and smooth manner, and ....
a. leave the meeting
b. listen to the speaker
c. speak at any time
d. open the microphone

19 You can access Google Meet via ....
a. the link https://meet.google.com.
b. Google Play Store
c. both a and b
d. none of them

20 The Google Meet link can be shared with participants via ....
a. Email or WhatsApp
b. printed invitations
c. SMS only
d. postcards

2 Put (✓) or (✗):

1 Google Meet is a video conferencing service developed by Google. ( )

2 To access Google Meet, you must have a Microsoft account. (البحيرة – إيتاي البارود 2025) ( )

3 Google Meet allows users to make video calls and share screens in real time. ( )

4 You can access Google Meet from a PC via the link https://meet.google.com. ( )

5 The Google Meet app can be downloaded for Android devices from the Google Play Store. (الأزهر الشريف 2025) ( )

6 To create a meeting in Google Meet, you must first click on the "Join meeting" button. ( )

7 Social networks and content sharing platforms such as Gmail and Outlook are used. (دمياط – عزبة البرج 2025) ( )

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8. When invited to a Google Meet session, you can join by clicking on the provided link. (البحيرة – إيتاي البارود 2025) ( )
9. It is acceptable to share the Google Meet link with others without asking the meeting owner's permission. ( )
10. During a Google Meet, you should mute the mic when not speaking. (القاهرة – المطرية 2025) ( )
11. One of "Google Meet" Features is Sharing screens. (بني سويف 2025) ( )
12. The first step to start an instant meeting on Google Meet is to send the meeting link to the participants. ( )
13. To access the "Google Meet" service, you must have a bank account. (البحيرة – دمنهور 2025) ( )
14. The "Stop sharing" option in Google Meet is used to end the screen sharing during a meeting. ( )
15. Raising your hand in a Google Meet session helps organize the discussion and ensures smooth communication. ( )
16. The "Google Meet" application is one of the methods of direct communication. (البحيرة – بندر دمنهور 2025) ( )
17. In Google Meet, you can click on the meeting link and wait until the organizer approves your request. ( )

3 Complete:

1. .... is a video conferencing service. (الدقهلية 2025)
2. To use Google Meet, you need to have .... (القليوبية 2025)
3. Google Meet is primarily used for .... (البحيرة – إيتاي البارود 2025)
4. To create a meeting next week through "Google Meet", choose .... (البحيرة – بندر دمنهور 2025)
5. When to stop speaking in a Google meeting, you should turn off .... (القليوبية 2025)

Play with PONY

Guide your friend to start a meeting on Google Meet step by step:

1. Go to .... app
2. Click on ....

3. Start .... meeting | Create Meeting for later
4. .... the meeting link
5. .... the meeting link to participants

Lesson 8

Databases Design

» WE can use office suite programs to do many tasks:

1. MS Excel: (spreadsheet program) perform simple mathematical operations.
2. MS Word: Used to write CV ,reports and documents.
3. Microsoft Access: enables you to create and manage databases.

« يمكننا استخدام برامج حزمة أوفيس لإنجاز العديد من المهام:

1. مايكروسوفت إكسل (برنامج جداول بيانات): لإجراء عمليات حسابية بسيطة.
2. مايكروسوفت وورد: يُستخدم لكتابة السيرة الذاتية والتقارير والمستندات.
3. مايكروسوفت أكسس: يُمكّنك من إنشاء وإدارة قواعد البيانات.

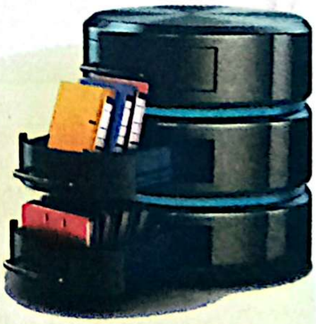
Database

» It is a collection of data and information organized and linked to each other.

» It is similar to a library in which books are kept, but instead of books, data and information are stored.

• قاعدة البيانات:

هي مجموعة من البيانات والمعلومات المنظّمة والمترابطة، تشبه المكتبة التي تحفظ بها الكتب، لكن بدلًا من الكتب، تخزن البيانات والمعلومات.



» A database is used to store and retrieve information easily and efficiently.

» Information is stored and managed digitally using dedicated programs and applications.

« تُستخدم قواعد البيانات لحفظ المعلومات واسترجاعها بسهولة وكفاءة.

« يتم تخزين المعلومات وإدارتها رقميًا باستخدام برامج وتطبيقات مخصصة.

Importance of Databases in Our Lives

1. **Saving students' information at school: such as:**
   1. names
   2. dates of birth
   3. home addresses
2. **Saving medical records in hospitals: such as:**
   1. patient's name
   2. address
   3. attending doctor's name
   4. the date of patient's last visit
3. **Tracking inventory in stores: such as:.**
   1. the product name
   2. manufacturer
   3. manufacturing date
   4. price

1 حفظ بيانات الطلاب في المدرسة، مثل: الاسم - تاريخ الميلاد - عنوان السكن.

2 حفظ السجلات الطبية في المستشفيات، مثل: اسم المريض - عنوان السكن - اسم الطبيب المعالج - تاريخ آخر زيارة للمريض.

3 تَتبُّع المخزون في المتاجر، مثل: اسم المنتَج - الشركة المصنعة - تاريخ التصنيع - السعر.

Advantages of Using Databases

1. **Organization:** Easy storage and retrieval of data
2. **Efficiency:** Quick access to data
3. **Accuracy:** Ensuring data correctness and reducing errors
4. **Security:** Protecting data from unauthorized access
5. **Sharing:** Making data available to multiple users

- التنظيم: سهولة تخزين البيانات واسترجاعها.
- الكفاءة: الوصول السريع إلى البيانات.
- الدقة: ضمان صحة البيانات وتقليل الأخطاء.
- الأمان: حماية البيانات من الوصول غير المصرح به.
- المشاركة: إتاحة البيانات لمستخدمين متعددين.

Uses of Databases

1. **Websites:** such as storing user and product data
2. **Data analysis:** such as analyzing big data and extracting knowledge
3. **Scientific research:** such as storing and analyzing experimental data
4. **Business applications:** such as customer relationship management systems and enterprise resource planning systems

- المواقع الإلكترونية: مثل تخزين بيانات المستخدِمين والمنتَجات.
- تحليل البيانات: مثل تحليل البيانات الضخمة واستخلاص المعرفة.
- البحث العلمي: مثل تخزين البيانات التجريبية وتحليلها.
- التطبيقات التجارية: مثل أنظمة إدارة علاقات العملاء، وأنظمة تخطيط موارد المؤسسة.

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Big Data

- Big Data refers to very large and diverse sets of structured, unstructured and semi-structured data that continue to grow significantly over time.

البيانات الضخمة: تشير إلى مجموعات كبيرة للغاية ومتنوعة من البيانات المنظمة وغير المنظمة وشبه المنظمة التي تستمر في النمو بشكل كبير مع مرور الوقت.

- Traditional data management systems cannot store, process, and analyze Big Data due to its:
  - **Size:** Big Data is so large and complex.
  - **Growth rate:** Big Data is growing rapidly.
  - **Diversity:** Big Data comes in different formats and types.
- Big Data is increasing rapidly due to the rapid development of digital technology, such as:
  - Artificial Intelligence (AI)
  - Internet of Things (IoT)
- As data continues to increase, expand and spread, new big data tools emerge to help companies collect, process, and analyze data at the speed needed to get the most out of it.

• لا تستطيع أنظمة إدارة البيانات التقليدية تخزين ومعالجة وتحليل البيانات الضخمة، نظرًا لأن حجمها ضخم ومعقد، ومعدل نموها سريع، والبيانات متنوعة تأتي بأشكال وأنواع مختلفة.

• تشهد البيانات الضخمة نموًا متسارعًا بفضل التطور السريع للتكنولوجيا، مثل: الذكاء الاصطناعي (AI)، وإنترنت الأشياء (IOT).

• ومع استمرار نمو البيانات وتوسعها وانتشارها، تظهر أدوات بيانات ضخمة جديدة لمساعدة الشركات على جمع البيانات ومعالجتها وتحليلها بالسرعة اللازمة؛ لتحقيق أقصى استفادة منها.

Data Table

- It is The basic element in building databases.
- Is the only source of data within a database.
- A data table consists of rows and columns.
- Each row represents a single record of data.
- Each column represents a specific field of data.

• جدول البيانات:

– هو عنصر أساسي في بناء قواعد البيانات، وهو المصدر الوحيد للبيانات داخل قاعدة البيانات.

– يتكوَّن جدول البيانات من صفوف وأعمدة؛ حيث يمثل كل صف سجلًا واحدًا من البيانات، وكل عمود يمثل حقلًا معينًا من البيانات.

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Creating a Data Table

» Many programs can create data table, such as a "**Students Grades**" table.

« إنشاء جدول البيانات:

يمكن من خلال العديد من البرامج إنشاء جداول بيانات، مثل جدول بيانات «درجات الطلاب».

No.	Student Name	Arabic Grade	English Grade	Computer Grade
1	Amr	19	18	19
2	Yassmin	20	17	16
3	Ramy	15	19	14
4	Samar	17	18	16

Programs Used to Create a Data Table

» You can use Word and Excel, to great a data table such as "Students Grades".

» **In Word**: you can create a simple table but cannot get a record of all students whose names include the letter "Y".

» Word is used for creating simple data table.

» **In Excel**: you can arrange and sort students' grades and perform simple calculations.

» Excel is difficult to use if you have a large amount of complex data.

« برامج إنشاء جدول بيانات «درجات الطلاب»:

- لإنشاء جدول بيانات مثل «درجات الطلاب» يمكنك استخدام برنامج Word وبرنامج Excel.
- في برنامج Word يمكن إنشاء جدول بسيط، ولكن لا تستطيع الحصول على سجل بيانات كل الطلاب الذين يتضمن أسماؤهم حرف «ي»، فبرنامج Word يُستخدم لعمل جداول بيانات بسيطة.
- وفي برنامج Excel يمكن ترتيب وفرز درجات الطلاب وإجراء عمليات حسابية بسيطة.
- ولكن برنامج Excel من الصعب استخدامه إذا كان لديك كمية كبيرة من البيانات المعقدة.

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Microsoft Access

- It is an application used to create databases.
- It builds a real database.
- It allows you to build a complex data structure and manage it more efficiently.

هو أحد التطبيقات التي تستخدم لإنشاء قواعد البيانات، فهو يبني قاعدة بيانات حقيقية؛
حيث يمكنك بناء هيكل معقد للبيانات وإدارتها بشكل أكثر كفاءة.

When do we use Microsoft Access ?

We use Microsoft Access when:

- You have a large amount of complex data.
- You need to create relations between data.
- You want to create custom applications to manage data.
- You need higher data security.

نستخدم برنامج Microsoft Access عندما:

- يكون لديك كمية كبيرة من البيانات المعقدة.
- تحتاج إلى إنشاء علاقات بين البيانات.
- تريد إنشاء تطبيقات مخصصة لإدارة البيانات.
- تحتاج إلى أمان أعلى للبيانات.

Creating a "Students Results" Database

You can create a database named "Students Results" by following the steps on your computer:

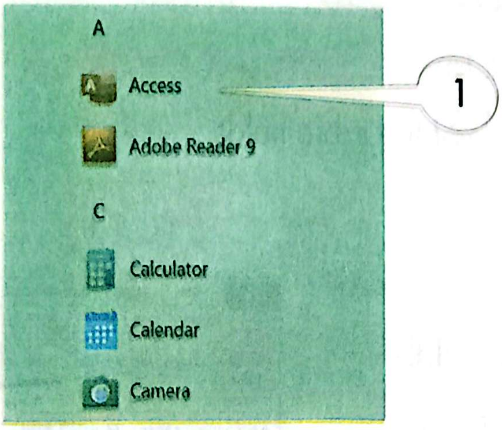
إنشاء قاعدة بيانات باسم نتائج الطلاب:

- يمكنك إنشاء قاعدة بيانات تحت اسم «نتائج الطلاب» من خلال إجراء الخطوات التالية على جهاز الكمبيوتر:

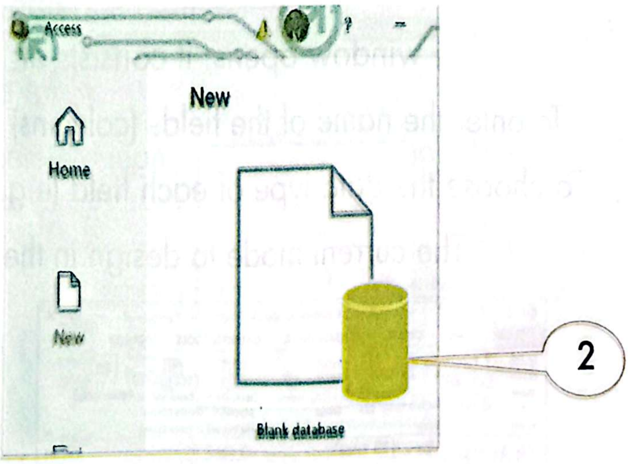
1. Open Microsoft Access.
   فتح تطبيق Microsoft Access.
2. Create a database and name it "Students Results".
   أنشئ قاعدة بيانات تحت اسم «نتائج الطلاب».
3. Record the steps you have taken.
   دوّن الخطوات التي قمت بها.

Steps to Create a New Database in Microsoft Access
خطوات إنشاء قاعدة بيانات جديدة باستخدام مايكروسوفت أكسس

1. Open the Access program.

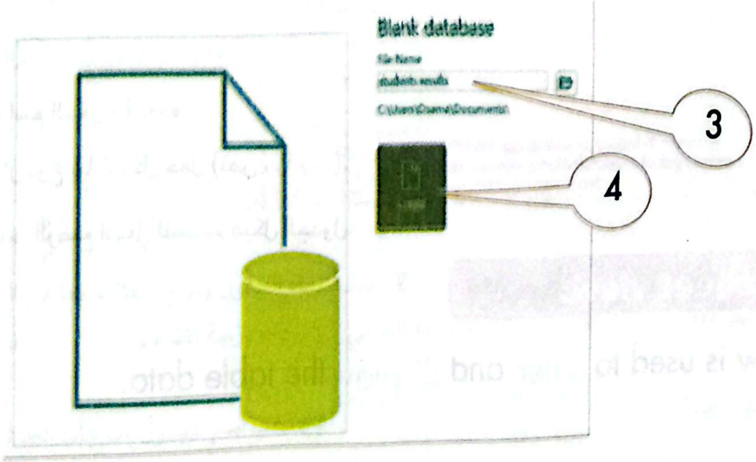


2. Select Blank desktop database to create a new blank database.



3. Type a name for the database, such as **Students Results**.
4. Click Create.

» A database will be created under the name **Students Results**.



Steps to Create a Table in Access

» You can create a table in Access through two steps:

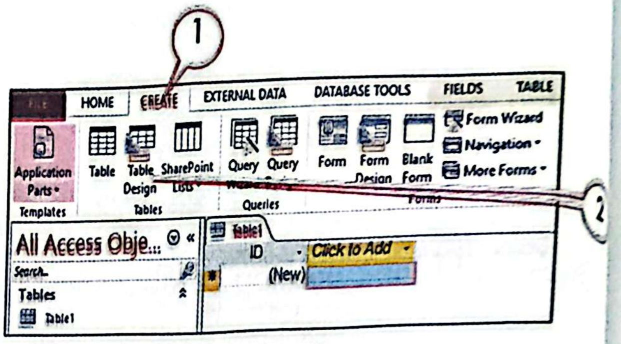
① Table Design window:

» This view is used to:

- Write the names of the table fields.
- Specify their data type.

» To open table Design view:

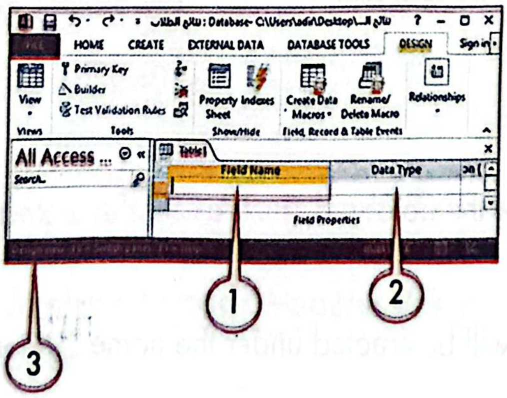
1. Choose CREATE Tab.
2. Choose Table Design.



» Table Design window interface:

- When the Table Design window opens, it consists of:

1. **Field Name:** To enter the name of the fields (columns)
2. **Data Type:** To choose the data type of each field (e.g., Text, Number)
3. **Design view mode:** The current mode to design in the table structure.



عند فتح نافذة تصميم الجدول فإنها تتكوَّن من:

1. اسم الحقل: لإدخال اسم الحقل (الأعمدة).
2. نوع البيانات: لاختيار نوع بيانات كل حقل (نَص ، رقم ...).
3. وضع عرض التصميم: الوضع الحالي لتصميم هيكل الجدول.

② Data sheet view:

» This view is used to enter and display the table data.

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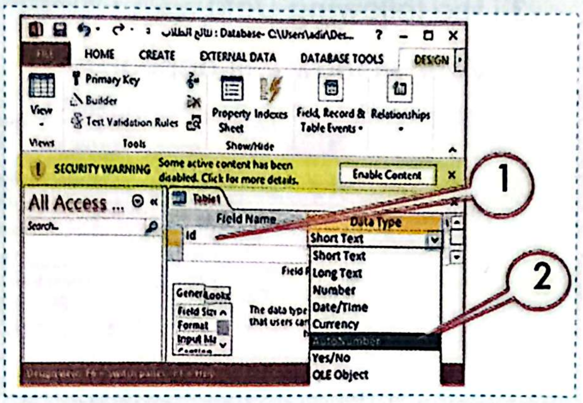
Example: Design a "Students Grades" table in Access:

Steps:

First: Table Design

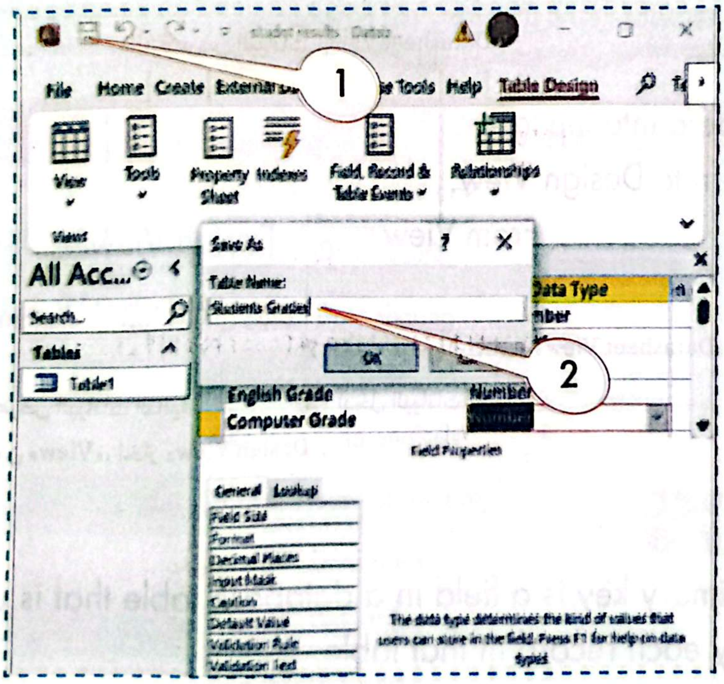
1. Open the Table Design window.
2. Define the field names and their data type as follow:

Field name	Data Type
ID	Auto Number
Name	short Text
Arabic Grade	Number
English Grade	Number
Computer Grade	Number



3. To save the table:

   ① Click the save icon.　② Enter the table name Students Grades.



أولًا: تصميم جدول:

1 افتح نافذة تصميم جدول (Table Design).　2 حدد أسماء الحقول ونوع بياناتها كما في الجدول.

– حقل رقم الطالب وهو ID　– الاسم　– درجة العربي　– درجة الإنجليزي　– درجة الكمبيوتر

3 حفظ الجدول:

① اضغط على أيقونة "حفظ".　② اكتب اسم الجدول «درجات الطلاب».

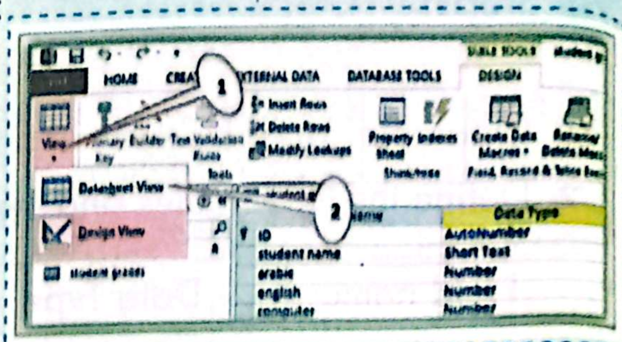
Second: Data sheet View

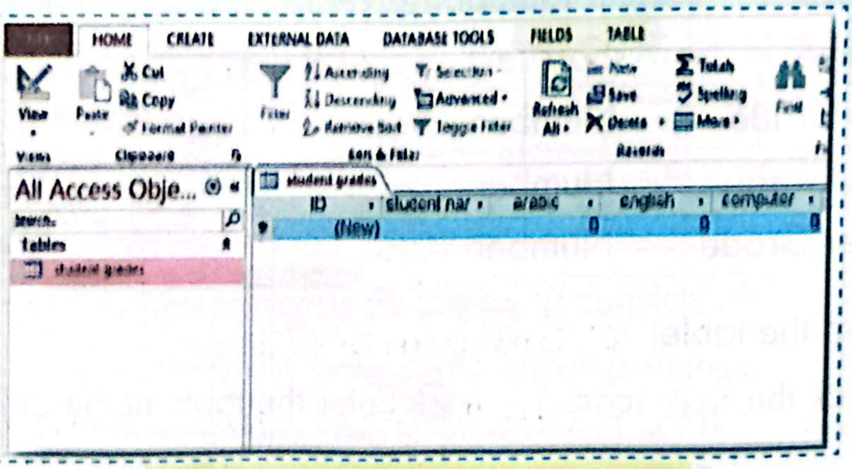
» To enter and view the table data:

1 Select "View".

2 Choose "Data sheet View".

3 The following Data view window will appear.





Datasheet View نافذة عرض البيانات

4 Enter data into the table.

5 To return to Design View:

From View ⇨ Design View.

ثانيًا: عرض بيانات الجدول «Datasheet View»:

1 اختر «View».

2 اختر «عرض البيانات» «Datasheet View».

3 سوف تظهر لك نافذة "عرض البيانات التالية".

4 أدخل البيانات بالجدول.

5 للرجوع لنمط التصميم من «View»، اختر «Design View».

Primary Key

» The primary key is a field in a database table that is used to uniquely identify each record in that table.

» The value of the primary key is never repeated within the same table.

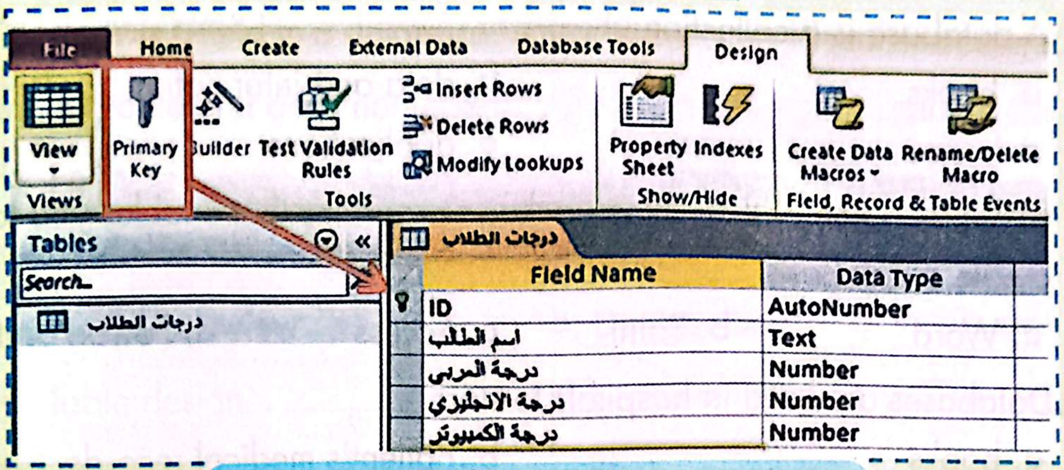
• المفتاح الأساسي:

هو حقل في جدول قاعدة البيانات يُستخدم ليُميز بشكل فريد كل سجل في ذلك الجدول.

وقيمة المفتاح الأساسي لا تتكرر أبدًا داخل الجدول نفسه.

Primary Key for the "Students Grades" Table

- The "ID" field is chosen as the primary key. Why?
- Because "ID" is an automatic number given to the student, and each student has a unique number that is not repeated by any other student.



The "ID" field is chosen as the primary key.

المفتاح الأساسي لجدول «درجات الطلاب»: تم اختيار حقل «ID» كمفتاح أساسي؛ لأنه رقم تلقائي يُعطى للطالب، كما أن لكل طالب رقمًا فريدًا لا يتكرر لدى أي طالب آخر.

أهم الكلمات والمصطلحات			
Database	قاعدة البيانات	Data accuracy	دقة البيانات
Spreadsheet program	برنامج الجدول	Data security	أمان البيانات
Simple mathematical operations	عمليات رياضية بسيطة	Data sharing	مشاركة البيانات
Word processor	معالج الكلمات	Big Data	البيانات الضخمة
CV	السيرة الذاتية	Data analysis	تحليل البيانات
Databases importance	أهمية قواعد البيانات	Data processing	معالجة البيانات
Saving information	حفظ المعلومات	Data storage	تخزين البيانات
Medical records	السجلات الطبية	Data table	جدول البيانات
Tracking inventory	تتبع المخزون	Spreadsheet	الجدول الحسابي
Organization	التنظيم	Microsoft Access	مايكروسوفت أكسس
Efficiency	الكفاءة	Primary Key	المفتاح الأساسي

Exercises on Lesson 8

1 Choose the correct answer:

1. A database is a collection of .... (البحيرة – إيتاي البارود 2025)
   a. books b. data and information
   c. images d. applications

2. .... is one of the Office package programs that enables you to create a database.
   a. Word b. Paint c. Access d. PowerPoint

3. Databases are used in hospitals to store ....
   a. books b. patient's medical records
   c. movies d. clothes

4. MS .... used to create a simple table. (الدقهلية – دكرنس 2025)
   a. Excel b. Access c. Team d. Paint

5. If you have a large amount of complex data, we use ....
   a. Excel b. Access c. Paint d. Word

(الدقهلية 2025) (البحيرة – وادي النطرون 2025)

6. Microsoft Access is part of the ....
   a. Adobe Suite b. video conferencing
   c. Google Docs d. Microsoft Office Suite

7. In the data table, each .... represents one record of data.
   a. row b. column
   c. cell d. file (دمياط 2025) (الدقهلية 2025)

8. Big Data refers to ....
   a. small data sets b. simple data
   c. very large and complex data sets d. images and videos

9. In the database table, we must determine for each .... the type of statement it contains. (الدقهلية 2025)
   a. Row b. Column c. Cell d. File

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10 .... consists of rows and columns. (القاهرة – المرج 2025)

a. Table b. Record c. Field d. cell

11 A .... in a spreadsheet represents a specific field of data.

a. row b. column c. line d. menu

12 .... is a field in a database table that uniquely identifies each record in that table and does not repeat. (الأزهر الشريف 2025)

a. Form b. Query c. Primary Key d. Report

13 To enter and view the table data in MS Access from ....

a. Data sheet view b. Design view
c. Table design d. None of them (الدقهلية – دكرنس 2025)

14 The Table Design window in Access allows you to ....

a. save files b. write the fields names
c. print documents d. browse the web

15 To return to the design mode from "View", select ....

a. Home b. Datasheet View
c. Primary Key d. Design View

16 Big Data is very large and diverse sets of .... data that continue to grow significantly over time.

a. structured b. unstructured
c. semi-structured d. all of them

17 The primary key is a field in a database table that uniquely identifies each .... (القاهرة – المطرية 2025)

a. Field b. Data c. Record d. cell

18 We determine the type of the grade fields as .... to perform calculations on them. (الدقهلية 2025)

a. Date b. Text c. Number d. None of them

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2 Put (✓) or (✗):

1. 🕮 Databases are collections of data and information that are not related to each other. (المنوفية – شبين الكوم 2025) ( )
2. Microsoft Access is a program used to create and manage complex databases. ( )
3. 🕮 Databases are information stored and managed manually using dedicated programs and applications. ( )
4. One advantage of using databases is the easy retrieval of data. ( )
5. 🕮 A database is an organized collection of data related to a specific subject. (دمياط – عزبة البرج 2025) ( )
6. 🕮 Databases are used to save the students' data in school. (البحيرة – دمنهور 2025) ( )
7. We use databases to track inventory in stores. ( )
8. Databases are difficult to use for data analysis. (القاهرة – المطرية 2025) ( )
9. 🕮 It is difficult to use databases on websites. ( )
10. 🕮 A spreadsheet is a non-essential element in building databases. (البحيرة – بندر دمنهور 2025) ( )
11. 🕮 A spreadsheet is the only source of data within a database. (البحيرة – إيتاي البارود 2025) ( )
12. The amount of data is increasing rapidly due to digital technologies like AI and IoT. ( )
13. 🕮 In a spreadsheet, each row represents more than one record of data. ( )
14. 🕮 We use Microsoft Access when we have a large amount of complex data. ( )
15. 🕮 We use the "Design View" of the table to write the names of the table fields and determine the type of statement. ( )
16. 🕮 We use the "Data View" of the table to enter and display the table data. ( )
17. 🕮 We determine the type of data for the student name field "Text" to perform calculations on it. ( )

18 The Datasheet View in Access is used for entering and viewing table data. ( )

19 📖 We specify the type of data of the degrees fields "Number" to perform calculations on it. ( )

20 📖 In the database table, we must specify for each column the type of data it contains. ( )

21 📖 The Primary Key field is used to uniquely identify each record in the table. (سوهاج – جرجا 2025) ( )

22 📖 The Primary Key value can be repeated within the same table. (بني سويف 2025) (المنوفية – شبين الكوم 2025) ( )

3 Complete:

1 The .... program is used when you have large amounts of complex data. (القاهرة – المطرية 2025)

2 .... is the only source of data in the database and is a basic element in database. (القليوبية 2025)

3 In a spreadsheet, each .... represents one record of data. (الدقهلية 2025)

4 The value of the .... in a database is never repeated with in the same table. (البحيرة – إيتاي البارود 2025)

5 The .... field is used to uniquely identify each record in the table. (البحيرة – وادي النطرون 2025)

6 .... is a set of data and information that are organized and linked together. (البحيرة – بندر دمنهور 2025)

4 List advantages of using databases: (المنوفية – شبين الكوم 2025)

1 ....

2 ....

3 ....

Play with PONY

Be a Database Hero! help the Robot decide if each statement is TRUE or FALSE?

It is difficult to use databases on websites.

YES No

The primary key value can be repeated within the same value.

YES No

Datasheet view in used to write the fields and specify data type.

YES No

In a spreadsheet, each row represents more than one record of data.

YES No

Table design is used to enter and display the table data.

YES No

A spreadsheet is the only source of data within a database.

YES No

The primary key field is used to uniquely identify each record in the table.

YES No

Datasheet view in used to write the fields and specify data type.

YES No

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Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. Forms allow users to ....
   a. view data only b. enter, modify, or delete data
   c. install software d. create charts
2. A database is a collection of ....
   a. books b. data and information c. images d. applications
3. Google's video conferencing service is .... (البحيرة – وادي النطرون 2025)
   a. Docs b. Sheets c. Mail d. Meet
4. Which of the following is NOT a feature of Google Meet?
   a. Group video calls b. Screen sharing
   c. Document editing d. Real-time chat
5. The Table Design window in Access allows you to ....
   a. save files b. design the structure of your table
   c. print documents d. browse the web
6. The "ID" field in the "Students Grades" table is chosen as the Primary Key because ....
   a. it is the first field b. it stores the student's grade
   c. it uniquely identifies each student d. it is a text field
7. Through .... you can make group calls, video, share screens, and chat.
   a. Google Drive b. Google Meet
   c. Google Account d. Google Docs (البحيرة – بندر دمنهور 2025)

2 Put (✓) or (✗):

1. One advantage of using databases is the easy retrieval of data. (   )
2. To create a meeting in Google Meet, you must first click on the "Join meeting" button. (   )
3. The term Big Data refers to small, simple data sets that do not grow over time. (   )
4. Databases are a collection of data and information unlinked to each other. (الأزهر الشريف 2025) (   )
5. The "Students Results" database is created in Microsoft Access by first choosing a blank desktop database. (   )
6. Google Meet allows users to conduct group video calls, share screens, and collaborate in real time. (   )
7. The data stored in a spreadsheet is organized into rows and columns. (   )
8. Each column represents a specific field of data in the data table. (القليوبية 2025) (   )

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November Exam on Lessons (5-8)

1 Choose the correct answer:

1. Gmail is a service provided by ....
   a. Apple b. Google c. Microsoft d. Yahoo
2. Databases are used in hospitals to store ....
   a. books b. patient medical records
   c. movies d. clothes
3. .... is used to make calls and video conferences. (القاهرة – المرج 2025)
   a. Google Meet b. Excel
   c. Word d. none of them
4. Data access in cloud computing is done through the ....
   a. internet b. local network
   c. hardware d. printer
5. You must use the .... program if you have a large amount of complex data. (البحيرة – بندر دمنهور 2025)
   a. Access b. Paint c. Word d. Excel
6. One advantage of email is its ....
   a. high cost b. slow speed
   c. ease of use d. limited usage
7. You can access Google Meet on a PC by visiting ....
   a. google.com b. gmail.com
   c. https://meet.google.com d. youtube.com

2 Put (✓) or (✗):

1. A database is a collection of organized and linked data. (القاهرة – المرج 2025) (   )
2. Cloud computing cannot be used for data backup. (   )
3. Google Meet is a video conferencing service developed by Google. (   )
4. The database is an organized set of data specific to a subject. (البحيرة – وادي النطرون 2025) (   )
5. Cloud storage services allow users to store files and folders online. (   )
6. A data table is the only source of data within a database. (دمياط 2025) (   )
7. A Primary Key in a database table can have duplicate values. (   )
8. Google Meet does not allow users to share their screens during a meeting. (   )

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Lesson 9

Forms & Queries

First: Forms in databases

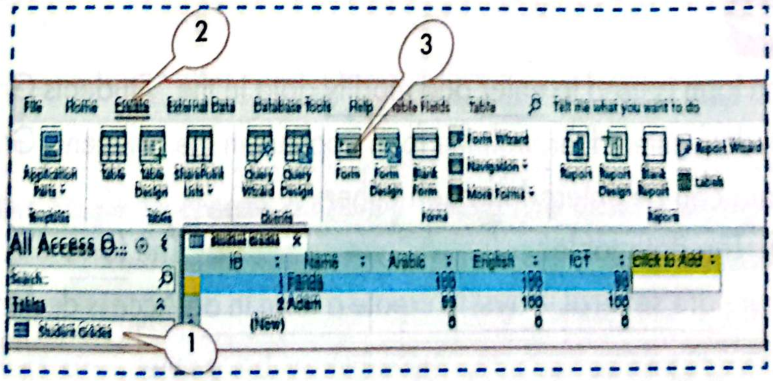
Form

- A form is a graphical interface specifically designed to interact with data stored in the database.
- It is a screen that displays specific information from the database.
- It allows the user to enter, modify, or delete this information in an organized and convenient way.

• النموذج: هو عبارة عن واجهة رسومية مصممة خصيصًا للتفاعل مع البيانات المخزنة في قاعدة البيانات، فهو شاشة تعرض معلومات مُحددة من قاعدة البيانات، وتتيح للمستخدم إدخال أو تعديل أو حذف هذه المعلومات بطريقة منظمة ومريحة.

Creating a Form

- A new form named "Enter Students Grades" can be created using the Form Wizard.
- Example: Steps to create a from " Students Grades" table
  1. Open the table:
     - Click on the table name "Students Grades" in the Navigation Pane on the left side of the screen.
     - The data from the "Students Grades" table will appear on the right side of the screen.
  2. Choose the Create tab.
  3. Click Form.



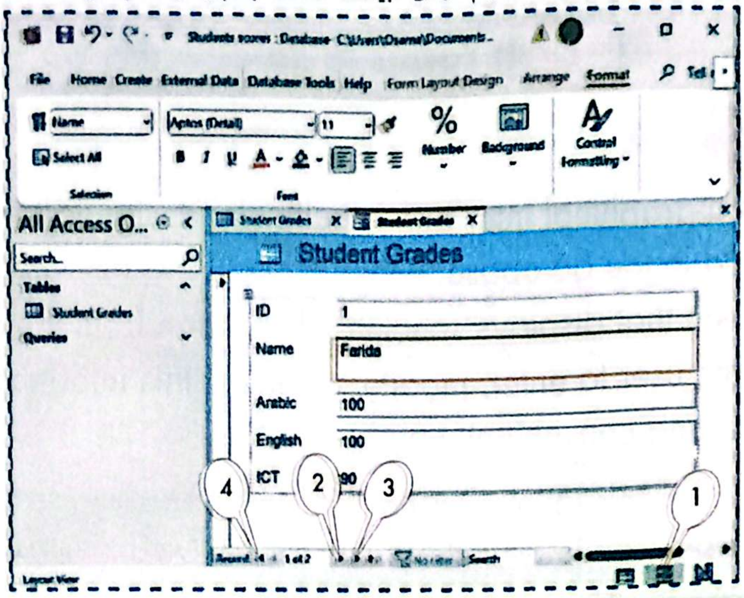
« يمكن إنشاء نموذج جديد تحت اسم «إدخال درجات الطلاب» باستخدام معالج النماذج.

« إنشاء نموذج من الجدول الحالي «درجات الطلاب»:

1 انقر فوق اسم الجدول «درجات الطلاب» في جزء التنقل Navigation Pane يسار الشاشة، تظهر بيانات جدول «درجات الطلاب» يمين الشاشة. 2 اختر علامة التبويب Create. 3 انقر فوق Form.

» The Access program creates the form that displays each student's record individually, as shown in the following figure:

« يقوم برنامج Access بإنشاء النموذج، ومن خلاله يتم عرض البيانات الخاصة بسجل كل طالب على حدة، كما في الشكل التالي:



1. The current window is called **Layout View**, where the data of one record is displayed individually.
2. Click the **Next Record** icon to display the data of the next record.
3. Click the **Last Record** icon to display the data of the last record.
4. Click the **First Record** icon to display the data of the first record.

1 النافذة الحالية تُسمى عرض التخطيط Layout View؛ حيث يتم عرض بيانات السجل الأول.

2 اضغط على أيقونة «السجل التالي» «Next Record» لعرض بيانات السجل التالي.

3 اضغط على أيقونة «آخر سجل» «Last Record» لعرض بيانات آخر سجل.

4 اضغط على أيقونة «أول سجل» «First Record» لعرض بيانات أول سجل.

NOTES:

» The form is used to enter and modify data in the "Students Grades" table.

» All data entered through the form appears in the "Students Grades" table.

» Data can be entered through either:

1. The data table
2. The form

» There are several ways to create a form in an Access desktop database.

- يستخدم النموذج لإدخال وتعديل البيانات في جدول «درجات الطلاب».
- جميع البيانات التي تم إدخالها من خلال النموذج تظهر في جدول «درجات الطلاب».
- يمكن إدخال البيانات من خلال جدول البيانات أو من خلال النموذج.
- هناك طرق أخرى متعددة لإنشاء نموذج في قاعدة بيانات Access لسطح المكتب.

Second: Queries

Queries

Are tools used to obtain data from the database according to specific criteria or conditions?

- Through queries, information can be obtained from the database based on the data stored in it.
- Examples of queries:
  1. Creating a query to display data from a student's record
  2. Creating a query to display a list of students who scored more than 18 marks in English.

الاستعلامات في قواعد البيانات:

• الاستعلامات هي أدوات تستخدم للحصول على البيانات من قاعدة البيانات وفقًا لمعايير أو شروط محددة، ومن خلال الاستعلام يمكن الحصول على معلومات من قاعدة البيانات اعتمادًا على البيانات المخزنة في قاعدة البيانات.

• أمثلة للأستعلامات: - إنشاء استعلام لعرض بيانات سجل لأحد الطلاب.

- إنشاء استعلام لعرض قائمة بالطلاب الذين حصلوا على أكثر من 18 درجة في مادة الإنجليزي.

Create a New Query

- Microsoft Access provides many methods to create queries, including using the Query Design view.
- Query Design method, give greater control over the details of the query design.

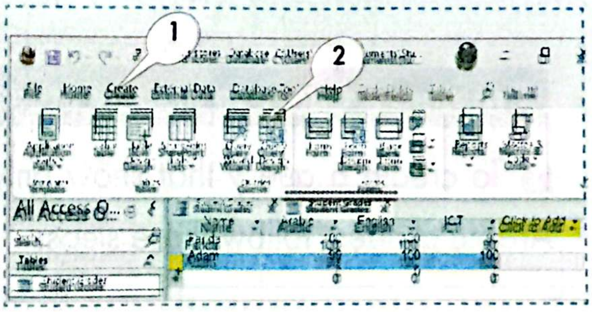
إنشاء استعلام جديد:

• يوفر برنامج Access العديد من الطرق التي تتيح إنشاء الاستعلام، ومنها على سبيل المثال استخدام طريقة عرض التصميم «Query Design».

• عند استخدام طريقة تصميم استعلام، يُمكنك التحكم بشكل أكبر في تفاصيل تصميم الاستعلام.

Example: Steps to create a Query Using the Query Design method

- First, Open table " Student Grades"
  1. Choose the Create tab.
  2. Click on "Query Design".



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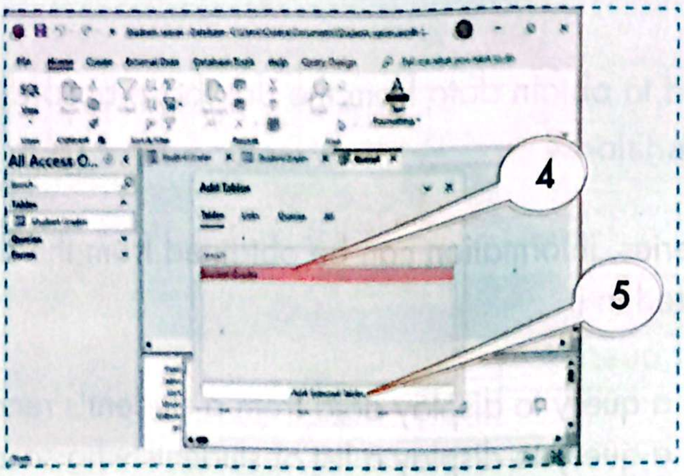
3 The following window will appear.



4 Select the data source table, which is "Students Grades".

5 Click "Add", then "Close".

» The "Design View" window will appear, which is divided into two parts.

Design view windows
- Upper Part contains → data source table
- Lower Part contains → query design grid

خطوات إنشاء استعلام جديد:

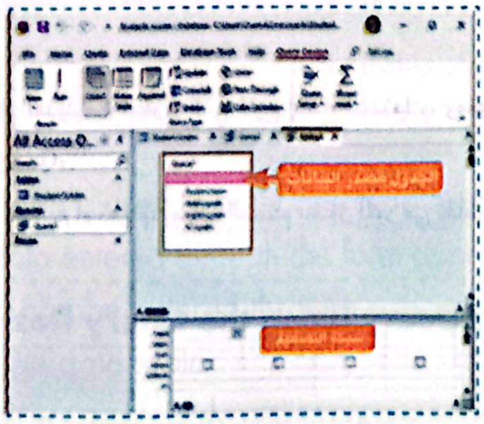
1 اختر التبويب "إنشاء Create".

2 انقر فوق تصميم الاستعلام «Query Design».

4 اختر جدول مصدر البيانات المطلوب استخدامه، وهو «درجات الطلاب».

5 اضغط فوق إضافة Add، ثم إغلاق Close.

لتظهر نافذة تصميم الاستعلام «Design View»، وهي تنقسم لجزأين: الجزء العلوي منها به الجدول مصدر البيانات، والجزء السفلي هو شبكة تصميم الاستعلام.



نافذة تصميم الاستعلام
Design View

Creating a Query to display Student Names and Arabic Grades

» To create a query that show only the names of all students and their Arabic grades, follow these steps:

Adding a Field to the Query Design Grid

1 Use Drag-and-Drop method to add field.

» Drag field name (e.g.,"Student Name" or "Arabic Grade") from the data source table in the upper part of the query design window to the field row in the lower part of the query design grid.

2 When you drag a field into the query design grid, Access automatically fills the Table row with the name of the table ("Students Grades"), indicating the data source for that field.

3 Repeat the Drag-and-Drop method to Insert the remaining fields(e.g., "Arabic Grade") into the design as shown.

إنشاء استعلام لعرض أسماء الطلاب ودرجاتهم للغة العربية:

« لإنشاء استعلام لعرض أسماء جميع الطلاب ودرجاتهم للغة العربية فقط، اتبع الخطوات التالية:

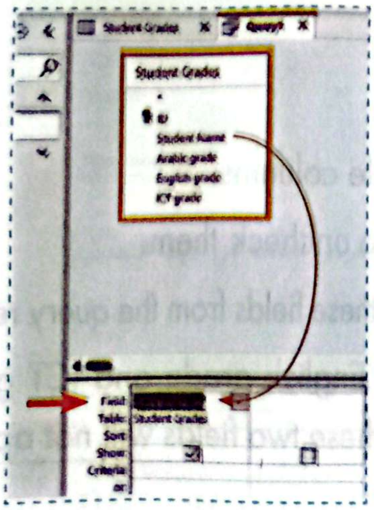
• إضافة الحقول إلى شبكة تصميم الاستعلام.

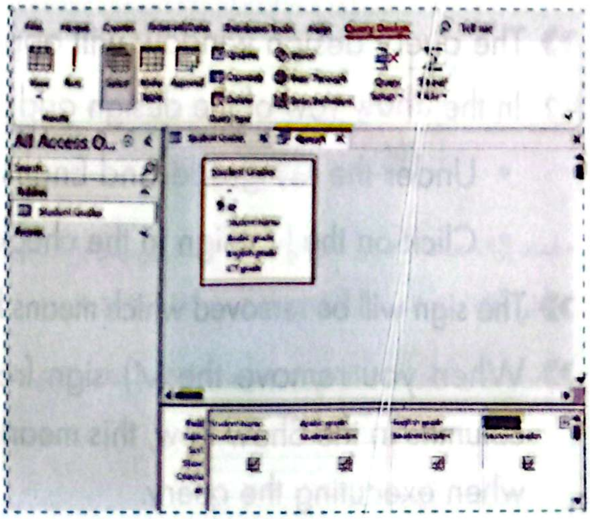
1 استخدم طريقة السحب والإلقاء لاسم الحقل:

• اسحب الحقل (مثلًا «اسم الطالب» أو «درجة اللغة العربية») من جدول مصدر البيانات في الجزء العلوي من نافذة «تصميم الاستعلام» إلى صف الحقل في الجزء السفلي من شبكة تصميم الاستعلام.

2 عندما تسحب حقلًا إلى شبكة التصميم يقوم Access تلقائيًا بملء صف الجدول باسم الجدول «درجات الطلاب»؛ ليوضح مصدر بيانات هذا الحقل.

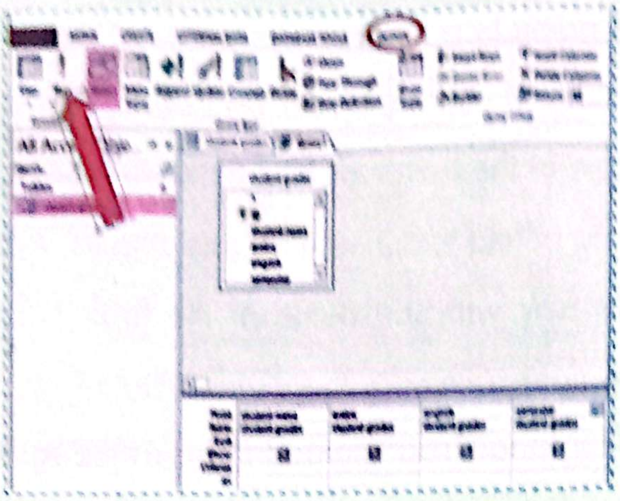
3 كرر طريقة السحب والإلقاء لإدراج الحقول المتبقية (مثلًا «درجة اللغة العربية») في شبكة التصميم كما هو موضح.



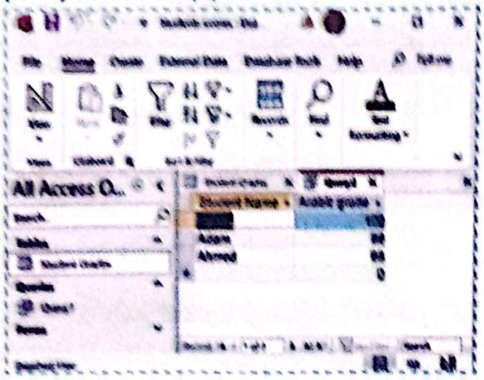


Execute the Query

1 From the Design tab: 2 Click the Run icon in the Results group.



3 The query result appears in the form of a table, showing all students' data.



The result of executing the query

تنفيذ الاستعلام: 1 بالتبويب Design. 2 اضغط على أيقونة Run في المجموعة Results.

3 تظهر نتيجة الاستعلام على شكل جدول يحتوي على كافة بيانات الطالب.

To hide a field or fields from the query result:

1 From the View menu, choose Design View.

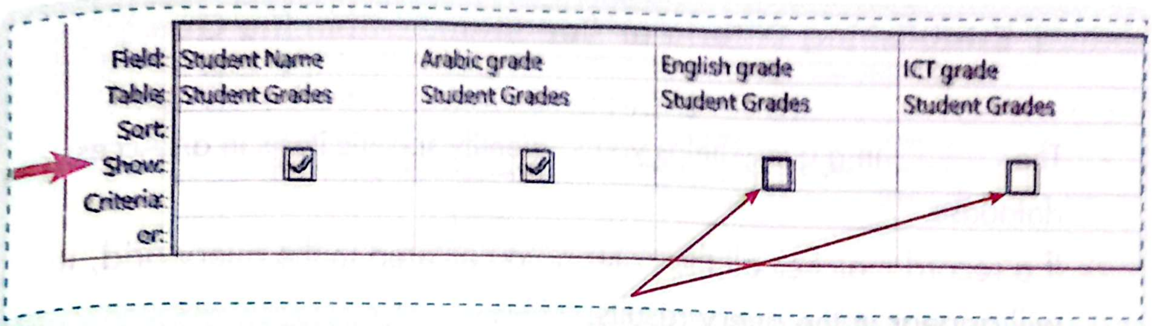
» The query design window will appear.

2 In the Show row of the design grid:

- Under the ICT grade and English grade columns.
- Click on the (✓) sign in the check box to uncheck them.

» The sign will be removed which means hiding these fields from the query results.

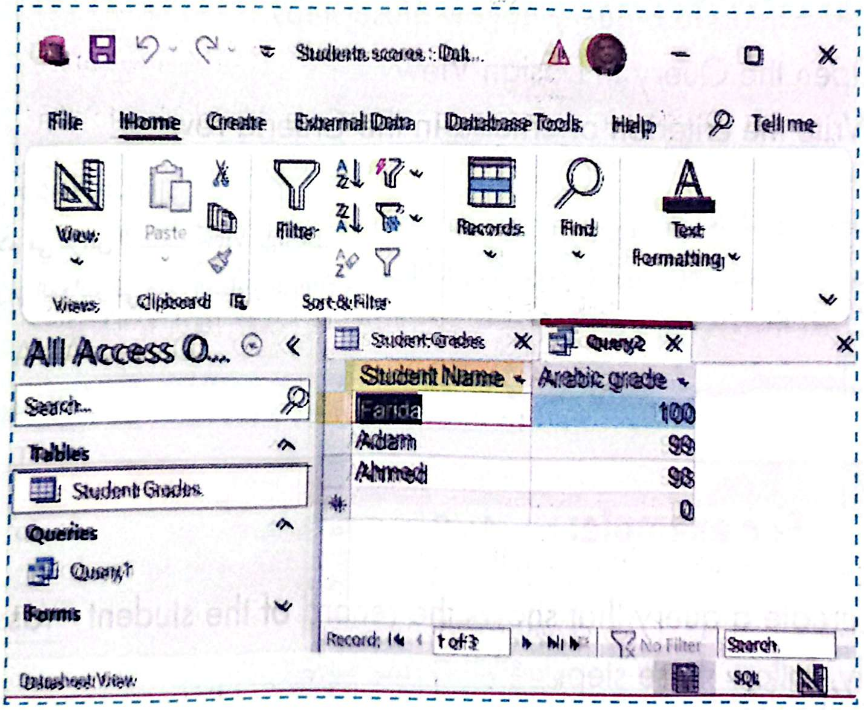
» When you remove the (✓) sign from the English grade and ICT grade columns in the Show Row, this means that these two fields will not appear when executing the query.



لإخفاء حقل أو حقول من نتيجة الاستعلام:

- من قائمة «View» اختر «Design View».
- فتظهر نافذة تصميم الاستعلام.
- اضغط على علامة ✓ في مربع الاختيار الموجود بالصف عرض Show في شبكة التصميم أسفل عمودي درجة الكمبيوتر ودرجة الإنجليزي.
- فيتم إزالة العلامة؛ مما يعني إخفاء الحقل/الحقول فى نتيجة الاستعلام.

3 Click the Run icon in the Results group. The result will display without English grade and ICT grade as follows:



- فعند إزالة علامة ✓ من عمودي درجة الإنجليزي ودرجة الكمبيوتر بالصف عرض Show في شبكة التصميم؛ يعني ذلك عدم ظهور هذين الحقلين عند تنفيذ الاستعلام.
- اضغط على أيقونة Run في المجموعة Results تظهر النتيجة بدون درجات الإنجليزي والكمبيوتر.

Establishing Criteria or Conditions within the Query

- The Criteria in a query helps you to identify specific items in an Access database.
- If a record matches all the criteria you entered in the query grid, it will appear in the query results.

وضع المعايير «Criteria» أو الشروط في الاستعلام:

- تساعدك المعايير «Criteria» في الاستعلام على تحديد عناصر محددة في قاعدة بيانات Access.
- إذا تطابق سجل مع جميع المعايير التي أدخلتها في شبكة الاستعلام، فسيظهر السجل في نتائج الاستعلام.

How to Add Criteria or Conditions in a Query

- To add criteria to a query, follow these steps:
  1. Open the Query in Design View.
  2. Write the criterion or criteria in the Criteria row.

- لإضافة معايير «Criteria» إلى الاستعلام:
  1. افتح الاستعلام في عرض التصميم Design View.
  2. اكتب المعيار أو المعايير في صف المعايير Criteria .

For example:

- To create a query that shows the record of the student "Yassmin" only, follow these steps:
  1. Type the search criterion "Yassmin =" in the "Student Name" column in the Criteria field.
  2. When you execute the query, the student record or records that meet the criterion or condition are displayed.

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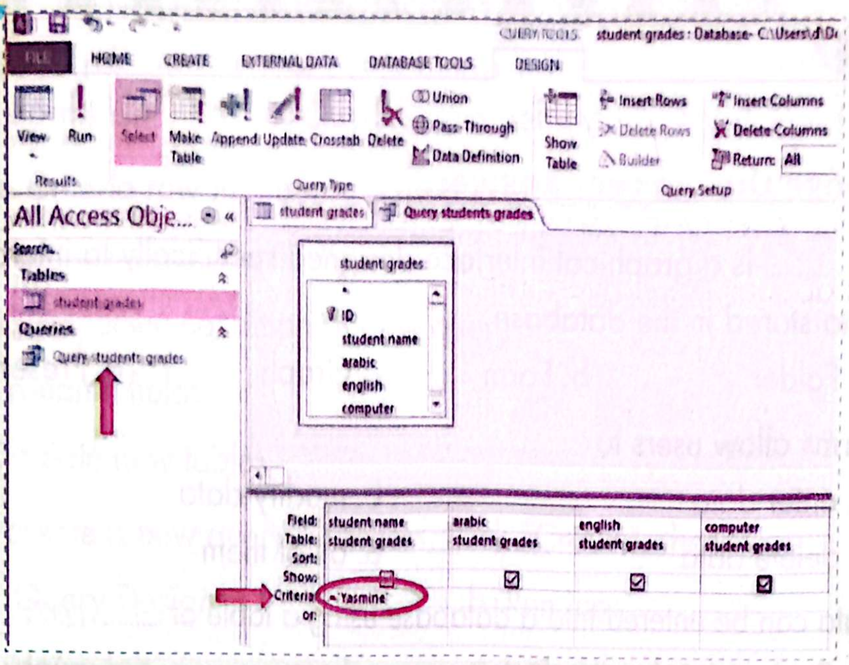

» The result of executing the query is as shown in the figure.

student name	arabic	english	computer
Yasmine	20	17	16

« **كمثال:** مطلوب إنشاء استعلام لإظهار بيانات سجل الطالبة «ياسمين» فقط. الخطوات:

- اكتب معيار البحث "=ياسمين" في عمود «اسم الطالب» في الخانة Criteria.
- عندما تنفذ الاستعلام، يتم عرض السجل أو سجلات الطلاب التي تحقق المعيار أو الشرط.

أهم الكلمات والمصطلحات

Database form	نموذج قاعدة البيانات	First Record	السجل الأول
Graphical interface	واجهة رسومية	Form creation	إنشاء النموذج
Data entry	إدخال البيانات	Data retrieval	استرجاع البيانات
Modify data	تعديل البيانات	Query design	تصميم الاستعلام
Delete data	حذف البيانات	Criteria	معايير
Navigation pane	جزء التنقل	Design grid	شبكة التصميم
Create tab	علامة التبويب "إنشاء"	Execute a query	تنفيذ الاستعلام
Layout View	عرض التخطيط	Hide fields	إخفاء الحقول
Next Record	السجل التالي	Query result	نتيجة الاستعلام
Last Record	السجل الأخير	Add criteria	إضافة معايير
Efficiency	الكفاءة		

Exercises on Lesson 9

1 Choose the correct answer:

1 .... is a graphical interface designed specifically to interact with data stored in the database. (البحيرة – إيتاي البارود 2025)
   a. Folder b. Form c. Graph d. Presentation

2 Forms allow users to ....
   a. enter data b. modify data
   c. delete data d. all of them

3 Data can be entered into a database using a table or .... (القاهرة – المطرية 2025)
   a. Student grades b. Data c. Form d. query

4 .... are tools used to obtain data from the database according to specific criteria or conditions. (الأزهر الشريف 2025)
   a. Forms b. Tables c. Reports d. Queries

5 The upper part of The "Design View" window contains the ....
   a. query design grid b. data source table
   c. query setup d. data result

6 The lower part in the "Design View" window is called ....
   a. query design grid b. data source table
   c. query setup d. data result

7 To execute the query in the Design tab, click on the .... icon.
   a. View b. Delete c. Select d. Run

8 Use the .... method when creating a query to be able to control more design details. (الدقهلية 2025)
   a. Query Wizard b. Form Design
   c. Report Design d. Query Design

9 The .... in a query helps you identify specific items in an Access database.
   a. Form b. Criteria c. Setup d. Delete

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10 To obtain data from the database according to specific conditions, we use .... (البحيرة – دمنهور 2025)

a. Forms
b. Queries
c. Tables
d. insert tab

11 The Criteria row in a query is used to ....

a. sort data alphabetically
b. set specific conditions for the query
c. rename fields
d. create new tables

12 To create a new query in Access, click "Create", then ....

a. Query Design
b. Run icon
c. Home tab
d. Close the database

13 Queries in a database are used to ....

a. delete tables
b. format text
c. obtain data based on specific criteria
d. create new forms

14 In Query Design, the data source table appears in the ....

a. lower part of the screen
b. upper part of the screen
c. task-bar
d. Toolbar

15 To add a field to the query design grid, you ....

a. right-click and select "Add Field"
b. drag and drop the field name
c. click "New Field"
d. type the field name manually

16 When the mark .... is removed, it means hiding the field in the query result. (القاهرة – المطرية 2025)

a. ✓
b. ↑
c. ✗
d. /

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2 Put (✓) or (✗):

1. 📖 The form is a graphical interface designed to interact with data stored in the database. (البحيرة – دمنهور 2025) (   )
2. 📖 We use the form to enter, modify, or delete this information in an organized and convenient way. (البحيرة – بندر دمنهور 2025) (دمياط 2025) (   )
3. 📖 A new form can be created under the name "Enter Students Grades" using the Form Wizard. (   )
4. 📖 All data entered through the form does not appear in the table. (الدقهلية 2025) (   )
5. 📖 Data can be entered through the spreadsheet or through the form. (الدقهلية 2025) (   )
6. 📖 There are several ways to create a form in an Access desktop database. (   )
7. We use queries to get data from the database. (القليوبية 2025) (   )
8. 📖 We use the Query Design View to display the query results. (بني سويف 2025) (المنوفية – شبين الكوم 2025) (   )
9. The Layout View in a form displays all records at once. (   )
10. 📖 The Query Design View window is divided into three parts. (البحيرة – إيتاي البارود 2025) (البحيرة – دمنهور 2025) (   )
11. To execute a query in Access, you click on the Run icon in the Results group. (   )
12. 📖 The Query Design window is divided into two parts; the upper part is the query design grid. (   )
13. The Criteria row in a query is used to sort data alphabetically. (   )
14. 📖 The Query Design window is divided into two parts, the lower part is the data source table. (قويسنا 2025) (البحيرة – بندر دمنهور 2025) (   )
15. You can only view data in a form, but cannot modify it. (   )
16. To add Criteria to a query, you must open the query in Layout view. (   )
17. You can hide fields from the query result by unchecking the box in the Show row. (   )

3 Match:

Column (A)	Column (B)
1 Queries	a. helps you identify specific items in an Access database in a query.
2 Criteria	b. is a graphical interface designed specifically to interact with data stored in the database.
3 When executing the query,	c. are tools used to obtain data from the database according to specific criteria or conditions.
4 Form	d. the student record or records that meet the criterion or condition are displayed.
5 The query design grid is	e. at the lower part of the "Design View" window.

1 .... 2 .... 3 .... 4 .... 5 ....

4 Complete the following sentences:

1. .... is a graphical interface designed specifically to interact with data stored in the database. (بني سويف 2025)
2. You can create a new form through .... (قويسنا 2025)
3. .... in access provides greater control over query details. (البحيرة – إيتاي البارود 2025)
4. To create a form in MS Access, from .... tab choose form. (الدقهلية – دكرنس 2025)
5. To add Criteria to a query, you must open the query in ....

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Play with PONY

Test your database knowledge: Form or Query

1

.... is a graphical interface specifically designed to interact with data stored in the database.

form | Query

2

.... is a tool used to obtain data from the database according to specific criteria.

form | Query

3

A new form can be created using the .... wizard.

form | Query

4

To execute the .... : from the design tab , click the RUN icon.

form | Query

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Lesson 10

Your Digital Project

Dear student,

In previous years, you have learned how to create a digital project using various methods, such as:

1. Presentations using PowerPoint
2. Designing posters

Now, we will delve deeper into the stages of executing your digital project.

درست في السنوات السابقة كيفية إنشاء مشروع رقمي من خلال طرق متنوعة، مثل عرض تقديمي بواسطة برنامج العروض التقديمية PowerPoint، وتصميم ملصق «بوستر».

والآن سوف نتعرف أكثر على مراحل تنفيذ مشروعك الرقمي.

Stages of Project Execution

- The stages of any successful project are interconnected, each contributing to achieving the desired goals. They can be summarized as follows:

- **تنقسم مراحل أي مشروع ناجح إلى مراحل رئيسية مترابطة، كل منها يساهم في تحقيق الأهداف المرجوة. ويمكن تلخيصها كالتالي:**

1 Project Initiation

- **Define a Clear and Achievable Idea:** Ensure the project idea is realistic and feasible.
- **Set Specific, Measurable, and Achievable Goals:** Establish clear objectives that can be measured and attained.

المرحلة الأولى: بدء المشروع:

- تحديد فكرة واضحة قابلة للتحقق.
- تحديد أهداف محددة وقابلة للقياس وقابلة للتحقق.

2 Project Planning

- **Develop Detailed Plans:** Create comprehensive plans that include a detailed work plan.
- **Set a Specific Time-line:** Establish a defined schedule for each phase of the project.
- **Identify Project Requirements:** Determine all necessary resources and requirements for the project.

المرحلة الثانية: تخطيط المشروع:

- وضع خطط ودراسة مُفصلة تشمل خطة العمل.
- وضع جدول زمني محدد لكل مرحلة من مراحل المشروع.
- تحديد متطلبات المشروع.

3 Project Execution

- **Form a Team:** Assemble a team to work on the project.
- **Assign Roles and Responsibilities:** Clearly define the roles and responsibilities of each team member.
- **Commence Work:** Begin the actual execution of the project according to the established plans.

المرحلة الثالثة: تنفيذ المشروع:

- تشكيل فريق عمل.
- تعيين الأدوار والمسئوليات لكل فرد.
- بدء العمل: تنطلق عمليات التنفيذ الفعلية للمشروع وفقًا للخطط الموضوعة.

4 Project Evaluation and Adjustment

- **Continuous Monitoring and Evaluation:** Regularly track the project's progress, compare performance against the plan, and make necessary adjustments.
- **Problem Management:** Identify potential issues that may arise and take proactive steps to mitigate or avoid them.
- **Final Delivery and Evaluation:** Deliver the final project outputs and evaluate the overall success.

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- **Document Lessons Learned:** Record all lessons learned from the project execution to benefit future projects.
- Acknowledge and thank everyone who contributed to the project's success.

المرحلة الرابعة: تقييم وتقويم المشروع:

- المتابعة والتقييم: يتم المتابعة المستمرة للتقدم في المشروع، وتقييم الأداء مقارنة بالمخطط، وإجراء التعديلات اللازمة على مسار العمل.
- إدارة المشكلات: يتم التعرف على المشكلات المحتملة التي قد تواجه المشروع واتخاذ خطوات استباقية؛ للتخفيف من حدتها أو تجنبها.
- التسليم والتقييم: يتم تسليم مخرجات المشروع النهائية.
- توثيق الدروس المستفادة: يتم توثيق جميع الدروس المستفادة من تجربة تنفيذ المشروع؛ للاستفادة منها في مشاريع مستقبلية.
- تقديم الشكر والتقدير لجميع مَنْ ساهم في إنجاز المشروع.

Digital Applications and Tools Needed for Project Execution

Google Applications Required During Project Execution:

- **Google Docs:** A cloud-based application for creating text documents.
- **Google Sheets:** A cloud-based application for creating spreadsheets.
- **Google Slides:** A cloud-based application for creating presentations.

To use these applications and other Google cloud services, you need to sign in with your Google account, which you have previously created.

بعض التطبيقات والأدوات الرقمية التي تحتاجها لتنفيذ المشروع

تطبيقات من Google App تحتاجها أثناء تنفيذ المشروع:

- Google Docs: تطبيق سحابي لإنشاء ملف نصي.
- Google Sheets: تطبيق سحابي لإنشاء جداول بيانات.
- Google Slides: تطبيق سحابي لإنشاء عروض تقديمية.

ولاستخدام تلك التطبيقات وخدمات الحوسبة السحابية Google المختلفة، يجب التسجيل بحسابك الذي أنشأته سابقًا.

Signing in to Your Google Account

Follow these steps to sign in:

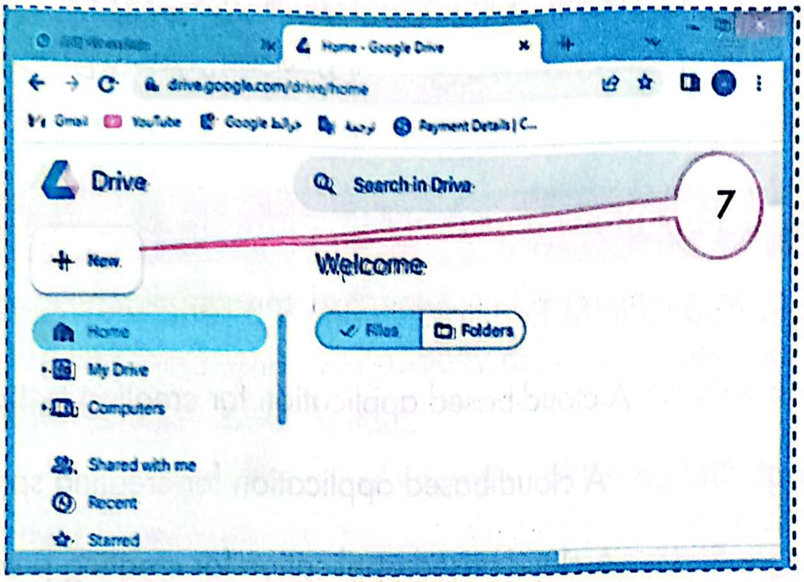
1 Open the browser: Type Google.com in the browser.

2 Select the Google apps icon. 3 Choose the Drive icon.

4 Type your username. 5 Click Next.

6 Type your password and then press Next.

7 You have now signed in to your Google account. The following screen will appear.



8 Click on New:

Now, you can open various cloud applications that appear in the list, including **Google Slides, Google Sheets,** and **Google Docs,** and use them for your project.

إنشاء بريد إلكتروني على جوجل Google:

1 اكتب فى المتصفح Google.com.

2 نضغط على أيقونة Google apps.

3 نختار أيقونة Drive.

4 اكتب اسم المستخدم Username.

5 اضغط Next.

6 اكتب كلمة المرور Password ثم اضغط Next.

7 والآن تم التسجيل بـحساب جوجل، Google account، لتظهر الشاشة التي أمامك.

8 اضغط على New.

والآن يمكنك فتح التطبيقات السحابية المختلفة؛ حيث تظهر أمامك في القائمة، ومنها تطبيقات Google Slides ،Google Docs ،Google Sheets، والاستعانة بها في مشروعك.

Summary on Chapter 1

Lesson 1 Green Technology

Definitions:

- **Green Technology:** Also known as sustainable technology or clean technology
  - It is based on technological tools that protect the environment and optimize the use of its resources.

Key Points:

- **Electric Vehicles in Egypt:**
  - Aim: Reduce harmful emissions and fuel consumption.
  - Operation: Use batteries and charging stations.

- **Fields of Green Technology:**

1. Renewable Energy:
   - **Solar Energy:** generate electricity from sunlight via solar panels.
   - **Wind Power:** generate electricity from wind via turbines.
   - **Hydropower:** generate electricity from water movement via dams.
   - **Geothermal Energy:** generate electricity from Earth's internal heat.
   - **Bioenergy:** generate energy from organic materials like soybeans and corn.
2. Energy Consumption Rationalization:
   - **Green Building:** uses eco-friendly, energy-efficient materials, improved ventilation, and insulation.
   - **Energy-efficient Appliances:** high-efficiency computers and devices
   - **Smart Transportation:** using electric vehicles to enhance energy efficiency.

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3 Waste Recycling:

- **Material Recycling:** paper, plastic, and metals into new products
- **Transforming Organic Waste:** into compost to enhance soil fertility
- **Waste Reduction:** by reusing and repairing products

4 Water Treatment:

- **Purification:** making contaminated to be reused or drunk
- **Efficient Irrigation:** smart systems like drip irrigation
- **Water-saving Devices:** repairing water leaks

» Benefits of Green Technology:

1 Environmental Preservation:

- Reduces carbon dioxide emissions and global warming.
- Promotes alternatives like electric cars to lower pollution.

2 Resource Conservation:

- **Water and Electricity Optimization:**
  - **Body Sensors:** control water flow and optimize electricity usage.
  - **Solar Energy:** photovoltaic panels convert solar energy to electricity.

Sensor Usages

- Temperature Regulation
- Lighting Control
- Fire Smoke Detection

Lesson 2 Digital Transformation and Its Importance in Our Daily Lives

Definitions:

» **Digital Transformation:** the combination of digital technology into all business aspects to enhance work-flow efficiency, lower costs, and innovate products and services.

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Key Points:

Importance of Digital Transformation:

1. Enhancing efficiency and productivity
2. Quality enhancement
3. Enhancing sales and revenue
4. Enhancing innovation and creativity
5. Sustaining competitiveness
6. Enhancing decision-making
7. Minimizing energy and resource consumption
8. Creating new employment opportunities-

Digital transformation: is a national project that links all government agencies through an information environment, and citizens can obtain all their services through the internet.

Tools Used in Digital Transformation:

- **Work-flow Management Tools:** enhance efficiency of repetitive tasks (e.g., "Digital Egypt" platform).
- **Electronic Payment Methods:** convenient, fast, and secure payment options (e.g., electronic payment cards, INSTAPAY application)
- **Collaboration and Communication Tools:** enables face-to-face communication with others (e.g., video conferencing apps like Zoom & Google Meet).
- E-learning resources
- AI and machine learning
- Cloud computing
- Cybersecurity solutions
  - **Note:** an email address is required to access any digital services or products.

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» Green technology and digital transformation are closely related and contribute to achieving common goals, such as:

1. Enhancing resource utilization efficiency
2. Reducing harmful emissions
3. Supporting sustainability

Examples of integration between green technology and digital transformation applications:

- Smart Energy Grids
- Precision Farming
- Smart Buildings
- Smart Transportation
- Smart Cities

Benefits of Integration between green technology and digital transformation applications:

- Speeding up the process of the digital transformation
- Enhancing the efficiency of green technology
- Creating new employment opportunities
- Improving the quality of life

Lesson 3 Operating Systems

Definitions:

» **Operating System (OS):** an interface between the user, hardware, and software. It manages hardware components, runs software, and helps users accomplish tasks smoothly.

Key Points:

1. **Personal Computers (PCs):**
   - **Operating Systems:** Microsoft Windows, macOS, Linux distributions

Windows

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2 Mobile Devices:

- **Operating Systems:** Apple's iOS, Google's Android, alternative mobile OS

3 Servers:

- **Operating Systems:** Linux distributions, Microsoft Windows Server, specialized server OS

4 Gaming Consoles:

- **Operating Systems:** Exclusive OS for Play-station, Xbox, Nintendo Switch

5 Smart TVs:

- **Operating Systems:** Android TV, Tizen, webOS, others

6 Wearable Devices:

- **Operating Systems:** Tailored OS for smart-watches, fitness trackers

7 Network Devices:

- **Operating Systems:** Used in routers, switches for network management and security

8 Automotive Systems:

- **Operating Systems:** Used in modern cars and vehicles to control various functions such as infotainment, navigation.

9 Embedded Systems:

- **Operating Systems:** Used in Automated Teller Machine (ATM) and Point of Sale Terminal.

10 Industrial Control Systems (ICS):

- **Functions:** Control and monitor industrial processes, increase productivity, improve product quality, and ensure health and operational safety.
- **Applications:** Used in sectors like energy, transportation, food production, petrochemicals, electronics, and medical industries.

OS Startup Screen (Desktop):

- **Icons:** Symbols representing software and system settings, arranged over a background image or color.
- **Bars:** Contain icons for installed software and system settings (e.g., date, time, sound, network).
- **Note:** The startup screen varies for different operating systems and versions.

Lesson 4 Installation and Removal of Software and Digital Peripherals

1 From a CD or DVD:

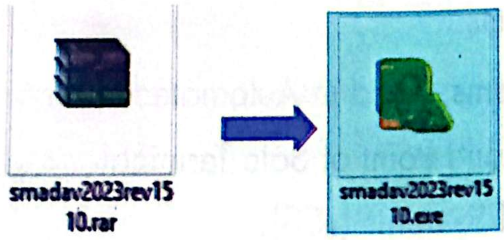
- Insert the disc into the drive.
- Click Run SETUP.EXE.
- AutoPlay dialog box appears.
- Follow instructions.

2 From an Internet-Downloaded File:

- Access the downloaded file via "This PC" icon.
- Double-click the file to start the installer.
- If compressed, unzip before accessing SETUP.EXE.

3 From a Compressed File:

- Extract the compressed files.
- Double-click the installation file.
- Follow the software's installation instructions.



Removing or Uninstalling Software:

- **Uninstalling program:** Delete all program files from your device.
- Removing unused programs saves disk space and improves device performance.

1. Program has its own Uninstallation Command.
2. Using Control Panel:
   (A) Access Control Panel. (B) Click "Uninstall a program".
   (C) Select the program and click Uninstall.

» **Setting Up and Configuring Hardware:**

– **Plug** and Play Device Installation

1. OS Includes the Driver: OS Installs the driver automatically.
2. OS Does Not Include a Driver: OS runs a wizard program to find the driver.

» **Installing a Printer:**

1. Local Printer (Plug and Play): installed automatically.
2. Non-Plug and Play Printer:

Control Panel ⇒ Hardware and Sound ⇒ Devices and Printers. ⇒ Click "Add a printer".

⇒ Select "Add a local printer or network printer.

⇒ Choose the correct port (**LPT1** for older, **USB** for modern printers).

– If you don't find the driver you need: Click Have Disk.
– Click Windows Update to update the list of printers.
– Give a name to the printer.
– Print a test page to ensure proper installation.

Lesson 5 Electronic Mail (Email)

Definitions:

» **Email:** a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.

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Summary on Chapter 1

Key Points:

Components of an Email Address:

1. User name
2. @ Symbol
3. Domain name

Advantages of Using Email:

- Speed
- Ease
- Free cost in most cases.
- Diversity
- Reliability
- Digital services

Drawbacks of Using Email:

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

Providers of Email Services:

- Gmail
- Yahoo email
- Hotmail/Outlook

Creating an Email on Google:

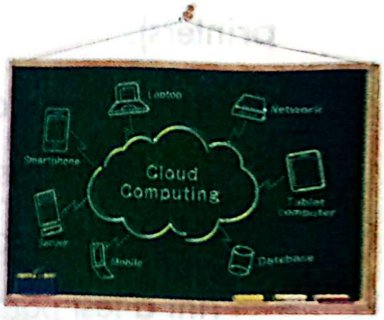
- You need Google Account to access Gmail and other Google services such as:Google Meet, Google Docs, Google Drive, YouTube.

Sign Out of Gmail:

- Click and choose 'Sign out'

Lesson 6 Cloud Computing

Definitions:



Cloud Computing: a model for providing digital services over the Internet, such as:

- **Cloud Storage:** storing files and folders online
- **Software Service:** making applications available online
- **Resource Sharing:** sharing and exchanging files over the internet

Key Points:

Benefits of Cloud Computing:

1. **Ease of Access:** services available without high-spec hardware.
2. **Service Availability:** access data, files, and applications from anywhere with the internet.

3. **Reducing material costs:** no need for software licenses, no need for high-spec hardware

Areas of Using Cloud Computing in Daily Life:

1. **Communication:**
   - **Email:** Gmail, Outlook, Yahoo Mail
   - **Social Networking:** Facebook, Twitter, Instagram
   - **Messaging Services:** WhatsApp, Telegram
2. **Computer Storage:**
   - **File Storage:** Google Drive, OneDrive
   - **Data Backup:** Cloud backup services
3. **Producing Projects:**
   - **Word Processing:** Google Docs, Microsoft Word Online
   - **Spreadsheets:** Google Sheets, Microsoft Excel Online
4. **Education:**
   - **E-learning Platforms:** Ministry of Education platform
   - **Collaboration Tools:** Google Classroom, Microsoft Teams
5. **Entertainment:**
   - **Video Streaming:** YouTube
   - **Video Games:** Online cloud platforms
   - **Music Services:** Cloud music services
6. **Other Areas:**
   - **Online Shopping:** E-commerce sites
   - **Online Banking:**used for money transfer, bill payments
   - **Healthcare Services:** Storing medical records

Data Processing and Storage in Cloud Computing:

1. Data Collection
2. **Data Transfer:** To cloud data centers
3. Data Processing
4. Data Storage
5. Data Management
6. Data Access

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Requirements to Obtain Cloud Computing Services:

1. Computer or Mobile Phone
2. Internet Browser or Application
3. Internet Connection
4. Account with a Cloud Service Provider

Famous Cloud Computing Service Providers

- Amazon Web Services (aws)
- Microsoft Azure
- Google Cloud Platform

Lesson 7 Google Meet and Project Management

Definitions:

Google Meet: a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

Key Points:

You can access Google Meet:

- **From PC:** via the link https://meet.google.com
- **From mobile:** Download the "Google Meet" app from the Google Play Store.

Creating a Meeting:

- **Instant Meeting:** Click "New meeting" > "Start an instant meeting".
- **Scheduled Meeting:** Click "Create a meeting for a later time".
- **Joining a Meeting:** Click the meeting link and wait for the organizer's approval.
- **During a Meeting:**

- Turn off the microphone when not speaking.
- Raise your hand when you want to speak.
- Use the "In call messages" icon to send messages to participants.

- Click the "Share Screen" icon to share your screen with participants.
- **To Stop Sharing:** Click "Stop Sharing" in the Google Meet window.

Lesson 8 Database Design

Definitions:

- **Databases:** a collection of data and information organized and linked to each other, similar to a library but for data. Used to store and retrieve information easily and efficiently.
- **Big Data:** very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- **Spreadsheet Concept:** the basic element in building databases and is the only source of data within the database, it consists of rows (records) and columns (fields).
- **Microsoft Access** it is one of the applications used to create databases. It builds a real database, where you can build a complex structure for data and manage it more efficiently.
- **Primary Key:** a field in a database used to uniquely identify each record in a table.

Key Points:

- **Importance of Databases:**
  1. **Schools:** Saving students' information
  2. **Hospitals:** Saving medical records
  3. **Stores:** Tracking inventory
- **Advantages of Using Databases:**
  1. Organization
  2. Efficiency
  3. Accuracy
  4. Security
  5. Sharing

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Summary on Chapter 1

Uses of Databases:

1. Websites
2. Data Analysis
3. Scientific Research
4. Business Applications

Programs like Word and Excel can create spreadsheets, but for complex data, use dedicated database applications like Microsoft Access.

When do we use Microsoft Access?

- Large Amount of Complex Data
- Creating Relations Between Data
- Custom Applications for Data Management
- Higher Data Security

Steps to Create a Database in Access:

1. Open Access App
2. Choose Blank Desktop Database
3. Name the Database: "Student Results"
4. Click Create

Note: the primary key value is never repeated within the same table, for example: "id" field in the "Student Grades" table.

Lesson 9 Forms and Queries

Definitions:

Form: a graphical interface designed to interact with data stored in a database. It displays specific information from the database and allows users to enter, modify, or delete information in an organized and convenient way.

Query: a tool used to obtain data from a database based on specific criteria or conditions.

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Key Points:

Creating a Form:

1. **Select Table:** click on "Student Grades" in the Navigation Pane.
2. **Create Tab:** choose "Create" > "Form".
3. **Layout View:** displays data for each student record individually.
4. **Navigation:** use icons to move between records.
5. **Data Entry:** forms can be used to enter and modify data in the table.

Creating a Query:

1. **Query Design:** choose "Create" > "Query Design".
2. **Select Table:** add "Student Grades" as the data source.
3. **Design Grid:** drag and drop fields to the design grid.
4. **Execute Query:** click "Run" to display the query result.
5. **Modify Query:** delete unnecessary fields to refine the query.
6. **Save Query:** name it, e.g., "Student Arabic Grades".

Hiding Fields in Query Results:

1. **Design View:** open the query in Design View.
2. **Uncheck Show:** uncheck the checkbox in the "Show" row for fields you want to hide.
3. **Run Query:** click "Run" to see the updated results without the hidden fields.

Adding Criteria to a Query:

1. **Design View:** open the query in Design View.
2. **Enter Criteria:** type the criteria in the Criteria row for the relevant field.
   - **Example:** To show only the record for student "Yasmin", type ="Yasmin" in the "Student Name" column.
3. **Execute Query:** click "Run" to display records that meet the criteria.

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Key Points:

Creating a Form:

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3. **Execute Query:** click "Run" to display records that meet the criteria.

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Final Exams

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1 محافظة القاهرة - إدارة المطرية التعليمية 2025

1 Put a sign (✓) or a sign (✗) in front of each of the following statements:

1. One of the advantages of email is the speed of sending and receiving messages. ( )
2. Databases are difficult to use for data analysis. ( )
3. Routers are network devices that require an operating system to function. ( )
4. When downloading a program from the Internet, you should raise your hand when speaking. ( )
5. During a Google Meet, you should mute the mic when not speaking. ( )
6. Cloud computing is a model for delivering digital services. ( )
7. Green technology and digital transformation help reduce environmental pollution. ( )
8. Electric cars are a form of green technology. ( )

2 Choose the correct answer:

1. .... is a feature of cloud storage to protect data from loss in case of device damage.

   a. File sharing b. Live streaming c. Backup d. Installing

2. .... unused programs frees up disk space.

   a. Downloading b. Removing
   c. Both a and b d. None of them

3. Email service providers include ....

   a. Gmail b. Yahoo
   c. Google Chrome d. both a and b

4 The primary key is a field in a database table that uniquely identifies each ....

a. Field b. Data c. Record d. Cell

5 When the mark .... is removed, it means hiding the field in the query result.

a. ✓ b. ↑ c. ✗ d. /

6 Data can be entered into a database using a table or ....

a. Student grades b. Data c. Form d. Query

7 The operating system runs all software with ....

a. Difficulty b. Ease c. Slowness d. Ranomness

8 To install a printer that does not support plug-and-play, we open ....

a. Settings b. Control Panel c. Documents d. Youtube

3 Complete the following statements using guiding words:

(Instapay - Smart TVs - @ - Icons - Create - Cloud computing - Access - Sensors)

1 The .... program is used when you have large amounts of complex data.

2 The startup screen of the operating system includes a set of symbols called ....

3 Click on .... to create a table in the database.

4 .... is one of the electronic payment tools.

5 Android TV operating systems are used with .... devices.

6 Internet is one of the requirements for ....

7 The .... symbol separates the username and domain name in email addresses.

8 .... devices are used to conserve water and electricity.

2 محافظة القاهرة - إدارة المرج التعليمية 2025

1 Put a (✓) or (✗) next to the following statements:

1. Programs cannot be installed using a DVD. (   )
2. Servers use operating systems such as Linux. (   )
3. A database is a collection of organized and linked data. (   )
4. Cloud computing is a model for providing digital services via computers. (   )

2 Choose the correct answer from the options provided:

1. .... consists of rows and columns.
   a. Table b. Record c. Field d. Cell
2. The Android operating system was developed by...............
   a. Apple b. Google c. Amazon d. Microsoft
3. To log out, you click ....
   a. Save b. Sign In c. Sign Out d. Sign up
4. .... Is used to make calls and video conferences.
   a. Google Meet b. Excel c. Word d. None of them

3 Complete the following with the appropriate words from the brackets:

(Email – Digital Transformation – Green Technology – Operating System)

1. .... Is called clean and sustainable technology.
2. .... is sending and receiving messages over the internet.
3. .... is responsible for managing the hardware components.
4. .... refers to the combination of digital technology into all aspects of work.

3 محافظة القليوبية 2025

1 Correct the underlined word:

1. You must have a <u>Yahoo</u> account in order to use the Google Meet service.
2. We can use cloud spreadsheets like Google <u>Docs</u>.
3. <u>Android</u> is from email service providers.
4. The file you downloaded may be compressed, therefore, to work with it, you must first <u>remove</u> it.

2 Write the scientific term:

1. It is the operating systems used in ATMs and POS Terminals. (..............................)
2. It is a mobile application used in electronic payment. (..............................)
3. It is the only source of data in the database and a basic element in database. (..............................)
4. When to stop speaking in a Google meeting, you should turn off this device. (..............................)

3 Put (✓) Or (✗):

1. Sharing information is one of the disadvantages of using email. (   )
2. Each column represents a specific field of data in the data table. (   )
3. Mobile devices cannot access "Digital Egypt" platform. (   )
4. Installing any program requires the operating system's permission. (   )

4 محافظة الدقهلية نموذج (A) 2025

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. The operating system helps you uninstall the program. (   )
2. Green technology does not help accelerate the digital transformation process. (   )
3. Smart TVs run on operating systems such as Android TV and Tizen. (   )
4. Removing unused programs slows down your computer. (   )

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2 Choose the correct answer, which between parentheses:

1. In data table each .... represents a single record of data.
   a. row b. column c. cell d. file
2. We specify the data type of the grade fields to .... to perform calculations on them.
   a. Date b. Text c. Word d. Number
3. To design graphical interface to interact with data stored in database we use ....
   a. Forms b. Queries c. Tables d. Reports
4. You should use the program .... if you have a large amount of complex data.
   a. Excel b. Access c. Word d. Paint

3 Complete by using words between brackets:

(E-mail - Solar energy - Google Meet - Points of sale)

1. .... is a video conferencing service.
2. Communication is one of the fields of use of cloud computing in daily life, and is done through ....
3. .... terminals are electronic device that enable customers to pay for products they purchased.
4. Examples of renewable sources is ....

5 محافظة الدقهلية نموذج (B) 2025

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. To get a Gmail service, you must create a Google account. ( )
2. The program can be uninstalled through the Control Panel. ( )
3. Cloud computing is defined as a model for designing databases. ( )
4. Data can be entered through a spreadsheet or through a form. ( )

CamScanner

2 Choose the correct answer, which between parentheses:

1. Email is ....
   - a. Manual dialing system.
   - b. Digital communication system
   - c. Direct communication system
   - d. Viral system
2. Modern operating systems include a list of .... for many peripherals.
   - a. Harmful programs
   - b. Viruses
   - c. Songs
   - d. Drivers
3. Use the .... method when creating a query to be able to control more design details.
   - a. Query Wizard
   - b. Form Design
   - c. Report Design
   - d. Query Design
4. In the database table, we must determine for each .... the type of statement it contains.
   - a. Row
   - b. Column
   - c. Cell
   - d. File

3 Complete by using the following words:

(INSTAPAY - Video conferencing service - Solar energy - Access)

1. You should use .... program if you have a large amount of complex data.
2. Google Meet is ....
3. .... terminals are electronic device that enable customers to pay for products they purchased.
4. Examples of renewable energy ....

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6 محافظة الدقهلية نموذج (C) 2025

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. YouTube is one of the email service providers. ( )
2. The operating system helps you uninstall the program. ( )
3. An example of cloud word processing programs is Google Docs. ( )
4. All data entered through the form does not appear in the table. ( )

2 Choose the correct answer, which between parentheses:

1. A Google account consists of ....
   a. User Name only.
   b. Password only
   c. User Name and Password
   d. Your friend's name
2. Modern operating systems include a list of .... for many peripherals.
   a. Harmful programs
   b. Viruses
   c. Songs
   d. Drivers
3. To get data from a database according to specific conditions, we use .... .
   a. Forms
   b. Queries
   c. Tables
   d. Data sources
4. We determine the type of the grades fields statement from the type .... to perform a calculation on them.
   a. Date
   b. Text
   c. Word
   d. Number

3 Complete by using the following words:

(POS – Meeting for a later time – Google Cloud Platform – Row)

1. In a spreadsheet, each .... represents one record of data.
2. To create a meeting next week through "Google Meet" you choose ....
3. .... terminals are electronic device that enable customers to pay for products they purchased.
4. The most famous providers of cloud computing services are ....

7 محافظة البحيرة - إدارة إيتاي البارود التعليمية 2025

1 Put a sign (✓) or (✗) in front of the following phrases:

1. The concept of green buildings is attributed to institutions that optimize their resource consumption. (
2. Digital transformation decreases the effectiveness of business transactions. (
3. Desktop computers utilize operating systems like Microsoft Windows. (
4. Removing unused programs increases the storage space on the disk. (
5. The symbol @ separates the user name from the domain name. (
6. To access Google meet, you must have Microsoft account. (
7. A spreadsheet is the only source of data within a database. (
8. The Query design view window is divided into three parts. (

2 Choose the correct answer as follows:

1. .... is a graphical interface designed specifically to interact with stored in the database.
   a. folder b. form c. graph d. presentatio
2. "Google meet" is primarily used for ....
   a. gaming b. video conferencing
   c. shopping d. music streaming
3. A database is a collection of ....
   a. book b. data & information
   c. image d. applications
4. To invite others to a Google meet meeting, you must send them ....
   a. the meeting address b. the meeting link
   c. the meeting image d. your home address

5. We use cloud collaboration tools such as ....
   a. Google Docs
   b. Google sheets
   c. Google classroom
   d. Google cloud platform
6. To get one of the Gmail services, you must create ....
   a. text file
   b. Google account
   c. Google meet
   d. presentation file
7. To install a new peripheral device, it is required to provide ....
   a. information & data
   b. drivers
   c. folder
   d. image
8. .... is an electronic device through which the customer can pay for the products he has purchased.
   a. POS Terminal
   b. ATM
   c. industrial control system
   d. smart watch

3 Complete the following Sentence from the list:

(Uninstalling a program – database – digital transformation – green building – operating system – Query design – primary key – in call message – cloud backup services – cloud music)

1. The design and construction of buildings using con-friendly, energy efficient material is called ....
2. .... involves integrating digital technology to enhance workflow, lower costs, and innovate products.
3. .... is an interface between the use, hardware and software.
4. .... deletes all the files of the program from your computer uninstalling a program.
5. We use .... to protect our data from loss in case any damage happening to our devices.
6. You can communicate with attendees by clicking the ....
7. The value of the .... in database is never repeated with in the same table.
8. .... in access provides greater control over query details.

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8 محافظة الدقهلية - إدارة دكرنس التعليمية 2025

1 Complete the following sentences:

1. To access google meet application you must have ....
2. .... is the basic element in building database.
3. We use cloud computing in the field of education through .... app.
4. .... is unique and distinctive name in email that is not reserved by anyone else.
5. Creating a form in MS Access from .... tab choose form.
6. Electric cars used .... instead of fuel.

2 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. The idea of sensor in water taps depends only on stopping the water automatically. (   )
2. User name is the email server that hosts the email account where your email are stored. (   )
3. The digital Egypt platform helps to access government service easily. (   )
4. The value of primary key in database never repeated within the same table. (   )
5. Solar panels uses dams To generate electricity. (   )
6. Urban and webOS are examples for smart cell phone. (   )

3 Choose the correct answer between brackets:

1. .... is an electronic device through which the customer can pay for the product he has purchased.

   a. POS   b. ICS   c. ATM   d. instapay

2. Removing a program means that you are .... the computer.
   a. Copying all the program files to
   b. Deleting all the program files from
   c. Saving all the program files from
   d. Installing new files to

3. To enter and view the table data in MS Access from ....
   a. Data sheet view
   b. Design view
   c. Table design
   d. None of them

4. In the printer installation process select the correct ....
   a. Port
   b. Color
   c. Paper size
   d. Brightness

5. MS .... used to create a simple table.
   a. Excel
   b. Access
   c. Word
   d. Paint

6. Signing out of the Gmail is done by clicking on .... icon.
   a. Profile
   b. Inbox
   c. Setting
   d. Compose

3 Write the scientific term:

1. It is the tool used to obtain data from the data base according to specific criteria or condition. (   )
2. It is an electronic payment system application licensed by the Central Bank of Egypt. (   )
3. It is a model for providing digital services on the Internet like storage and software services. (   )

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1 Choose the correct answers:

1. Electronic payment applications can be used within the app ....
   - a. INSTAPAY
   - b. Google Meet
   - c. WhatsApp
   - d. Email
2. Servers use operating systems like ....
   - a. Android
   - b. Tizen
   - c. Linux
   - d. macOS
3. When you download software from the Internet, the software is in the form of a/an .... which is used to install the software.
   - a. digital fingerprint.
   - b. file
   - c. image
   - d. worksheet
4. From email service providers ....
   - a. Gmail
   - b. Paint
   - c. Google Docs
   - d. YouTube
5. The "Google Meet" application is considered one of the ways of .... communication.
   - a. Indirect
   - b. Direct
   - c. Slow
   - d. Difficult
6. In the data table, each .... represents one record of data.
   - a. row
   - b. column
   - c. cell
   - d. file

2 Put (✓) or (✗) for the following sentences:

1. We use the form to enter, modify or delete this information in an organized and convenient way. (   )
2. Green technology tools contribute to the escalation of environmental pollution due to their utilization. (   )

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3 To uninstall the program, use the Control Panel. ( )

4 Smart TVs operate on platforms like Android TV and Tizen. ( )

5 A data table is the only source of data within a database. ( )

6 Examples of green technology and digital transformation applications together are smart cities. ( )

3 Complete the following sentences:

1 To log out of your Gmail account, click on the .... icon.

2 .... is one of the renewable energy sources.

3 .... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.

4 .... is a digital communication system used to send and receive messages between users over the Internet.

5 .... is a graphical interface designed to interact with data stored in the database.

6 .... is a collection of data and information organized and linked to each other. it is used to store and retrieve information easily and efficiently.

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10 دمياط الجديدة 2025

1 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. To uninstall the program, use the Control Panel. ( )
2. We use the form to enter, modify or delete this information in an organized and convenient way. ( )
3. Examples of green technology and digital transformation applications together are smart cities. ( )
4. Green technology tools contribute to the escalation of environmental pollution due to their utilization. ( )
5. Smart TVs operate on platforms like Android TV and Tizen. ( )
6. A data table is the only source of data within a database. ( )

2 Complete the following sentences:

1. To log out of your Gmail account, click on the .... icon.
2. .... is one of the renewable energy sources.
3. .... is a digital communication system used to send and receive messages between users over the Internet.
4. .... a collection of data and information organized and linked to each other is used to store and retrieve information easily and efficiently.
5. .... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
6. .... is a graphical interface designed to interact with data stored in the database.

3 Choose the correct answers:

1. In the data table, each .... represents one record of data.
   a. row
   b. column
   c. cell
   d. file

2. From email service providers ....
   a. Gmail
   b. Paint
   c. Google Docs
   d. YouTube

3. When you download software from the Internet, the software is in the form of a/an .... which is used to install the software.
   a. digital fingerprint
   b. file
   c. image
   d. worksheet

4. Electronic payment applications can be used within the app ....
   a. INSTAPAY
   b. Google Meet
   c. WhatsApp
   d. Email

5. The "Google Meet" application is considered one of the ways of .... communication.
   a. Indirect
   b. Direct
   c. Slow
   d. Difficult

6. Servers use operating systems like ....
   a. Android
   b. Tizen
   c. Linux
   d. macOS

11 محافظة دمياط - إدارة عزبة البرج التعليمية 2025

1 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. A database is an organized collection of data related to a particular topic. ( )
2. Cloud comping services can be accessed without owning a computer. ( )
3. The idea of sensors in water taps depends only on stopping the water automatically. ( )
4. Services for storing, sharing, and accessing files anytime, anywhere are called cloud storage. ( )
5. Social networks and content sharing platforms such as Gmail and Outlook are used. ( )
6. A domain name is a unique and distinctive name that is not reserved by anyone. ( )
7. One of the disadvantages of using email is spam. ( )
8. Smart TVs run on operating systems such as Android TV. ( )
9. Many programs come with their own removal or uninstall command. ( )
10. You Tube is from email service providers. ( )

2 Choose the correct answers:

1. Email is a/an .... communication tool.
   a. Direct
   b. Indirect
   c. manual
   d. Decorative
2. The domain name is the name of .... to store your emails.
   a. Username
   b. Email server
   c. The @ symbol
   d. ISP

3. Google account consists of ....
   a. Username and password
   b. Username only
   c. Password only
   d. Phone number only

4. Some of the most popular cloud computing providers are ....
   a. Google Docs
   b. Google Sheets
   c. Google cloud platform
   d. Google Chrome

5. One of the advantages of using email is ....
   a. Speed in sending and receiving messages
   b. Spam
   c. Fraud
   d. hacking

6. Removing unused programs results in ....
   a. device slow
   b. Save storage space
   c. Sign up
   d. all of them

3 Complete the following sentences:

1. .... helps to reduce environmental pollution due to its usage.
2. Solar energy technology relies on using it into electrical energy and converting .... into electricity.
3. Smartphones and tablets rely on operating systems such as .... from Apple company.
4. .... are used to detect smoke from fires and regulate temperatures.

CamScanner

1 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. Green buildings lead to increased energy consumption. ( )
2. Form is a graphical interface designed specifically to interact with data stored in the database. ( )
3. Email is a direct communication tool. ( )
4. The "Design View" query design window is divided into three parts. ( )
5. Databases are used to store student data at school. ( )
6. To access the "Google Meet" service, you must have a bank account. ( )
7. Green technology does not help speeding up the process of the digital transformation. ( )
8. The computing storage service is the storage of files and folders locally on the computer. ( )

2 Choose the correct answer from the brackets:

1. Operating systems such as Android TV, Tizen, and webOS are used with: ....
   - a. Smart TV
   - b. Servers
   - c. Printing
   - d. Network devices.
2. Google Meet is ....
   - a. a graphical service only
   - b. an audio service only
   - c. a storage service
   - d. a video conferencing service.
3. Email is ....
   - a. viral system
   - b. a direct communication system
   - c. a manual communication system
   - d. a digital communication system.
4. To obtain data from the database according to specific conditions, we use: ....
   - a. Forms
   - b. Queries
   - c. Tables
   - d. insert tab

CamScanner

5. Advantages of using email: ....
   a. Speed in sending messages
   b. Spam
   c. Fraud
   d. Viruses
6. Examples of renewable energy ....
   a. Solar energy
   b. Coal
   c. Oil
   d. Natural gas
7. .... Software is responsible for managing the hardware components and running all other software.
   a. Antivirus
   b. Operating Systems
   c. Word processing
   d. Paint
8. To express your opinion in an organized way during a Google meet meeting, you can click on ....
   a. Hand icon
   b. Speak anytime
   c. Meeting link
   d. none of them

3 Complete the following sentences with the appropriate word from the following:

(Drivers - Health Care Services - Gmail - Google Docs - INSTAPAY application - File - Water Treatment - Data Table)

1. You can use electronic payment applications through the application of ....
2. .... from email service providers.
3. Modern operating systems include a list of .... for many attached devices.
4. We use cloud word processing programs such as ....
5. The only source of data within the database is ....
6. Areas of use of cloud computing applications in daily life ....
7. When downloading the program from the Internet, the program is in the form of ....
8. Areas of use of green technology ....

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13 محافظة البحيرة - إدارة وادي النطرون التعليمية 2025

1 Put a check mark (True or False):

1. Green buildings lead to increased energy consumption. ( )
2. Smart cities are the applications of digital transformation and green technology together. ( )
3. The hardware of the computer are managed through a word processing program. ( )
4. One of the electronic payment applications is E-mail. ( )
5. Point of sale stations are an electronic device that the customer can pay for shopping. ( )
6. Smart TVs operate on operating systems such as Android TV and Tizen. ( )
7. It is not possible to send an email to more than one person in a single sending process. ( )
8. The database is an organized set of data specific to a subject. ( )

2 Choose the appropriate word from the following:

(Spam - Email - Green - Primary Key - Google Cloud - Databases - Forms - Control Panel)

1. Institutions that can rationalize their resource consumption are called .... buildings.
2. The program can be uninstalled through the ....
3. .... is used to exchange messages and attachments.
4. One of disadvantages of using email is .... messages.
5. One of the most famous cloud computing service providers is ....
6. We use .... to track inventory in stores.
7. The .... field is used to uniquely identify each record in the table.
8. To design a custom graphical interface to interact with the data stored in the database, we use ....

3 Choose the correct answer:

1. Examples of renewable energy are ....
   a. Gas b. Oil
   c. Coal d. Solar energy
2. Server devices use operating systems such as ....
   a. Instapay b. Android
   c. Linux d. WhatsApp
3. Removing a program means that you are .... the program's files from your device.
   a. Saving b. Adding
   c. Deleting d. Increasing
4. Modern operating systems have a list of .... for many attached devices.
   a. Drivers b. WinRAR
   c. Viruses d. Songs
5. One of Email service providers is ....
   a. YouTube b. Gmail
   c. WhatsApp d. Windows
6. Google's video conferencing service is ....
   a. Docs b. Sheets
   c. Mail d. Meet
7. If you have a large amount of complex data, we use ....
   a. Excel b. Access
   c. Paint d. Word
8. We specify The data type of the grades fields is .... to perform a calculation on them.
   a. Date b. Text
   c. Number d. Word

CamScanner

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. We use the form to enter, modify or delete table data in an organized and convenient way. ( )
2. From electronic payment applications (E-MAIL) ( )
3. The query design window is divided into two parts, the lower part contains the data source table. ( )
4. The data table is a non-basic element in building databases. ( )
5. A concept of green buildings is given to institutions that can rationalize the consumption of their resources. ( )
6. The physical components of the computer are managed through a word processing program. ( )
7. The "Google Meet" application is one of the methods of direct communication. ( )
8. The operating system does not help you uninstall the program. ( )

2 Choose the correct answer from the brackets:

1. The most important uses of email ....
   a. scanning papers b. sharing information
   c. cyberbullying d. deleting files on your device
2. Servers use operating systems such as ....
   a. macOS b. Linux c. Tizen d. Android.
3. Through .... you can make group calls, video, share screens, and chat.
   a. Google Drive b. Google Meet
   c. Google Account d. Google Docs

4 We specify the type of statement of grade fields of type .... to perform a calculation on them.
   a. Word   b. Number   c. Text   d. Date

5 In the Data Table, each .... represents one record of data.
   a. Row   b. Column   c. Cell   b. File

6 You must use the program .... if you have a large amount of complex data.
   a. Access   b. Paint   c. Word   d. Excel

7 To sign out of your Gmail account we click on ....
   a. Create   b. Sign in   c. Sign out   d. Sign up

8 Devices .... are network equipment that need an operating system to operate.
   a. Smart TV   b. Printing   c. Smart Watches   d. Routing

3 Complete the following sentences with the appropriate word from the following:

(Create a meeting for a later - Google Cloud Platform - Interviews - Google Sheets - Cloud storage - Reducing damage to the surrounding environment - Databases - Forms)

1 Green technology and digital transformation tools work to ....

2 .... A graphical interface designed to interact with data stored in a database.

3 .... A reliable source to refer to for information gathering.

4 One of the most famous cloud computing service providers ....

5 File storage, sharing and access services anytime, anywhere, called .... .

6 To create a meeting next week through "Google Meet", choose ....

7 .... it is a set of data and information that are organized and linked together.

8 We use cloud spreadsheets like ....s.

CS CamScanner

15 محافظة بني سويف 2025

1 Put a check (✓) to the correct and an (✗) to the wrong sentences:

1. To log out of your Gmail account, click on the Sign out icon. (   )
2. One of "Google Meet" Features is Sharing screens. (   )
3. We use the Query Design view to display the query results. (   )
4. To uninstall the program, use the Control Panel. (   )
5. Solar energy Using sunlight to generate electricity through solar panels. (   )
6. The primary key value can be repeated within the same table. (   )

2 Complete the following from between the brackets:

(INSTAPAY - Routers - data table - Linux - Form)

1. Servers use operating systems like ....
2. Electronic payment applications can be used within the app. ....
3. .... devices are network equipment that require an operating system to operate.
4. .... is a graphical interface designed specifically to interact with data stored in the database.
5. .... is a basic element in building databases and is the only source of data within the database.

2 Choose the correct answer between brackets:

1. .... is a digital communication system used to send and receive messages.
   a. Email b. Paint
   c. backup d. file
2. One of the disadvantages of using email is ....
   a. Speed b. Cost
   c. Ease d. Hacking

CamScanner

3. We use cloud spreadsheets such as ……………… .

   a. Google Docs
   b. Google Classroom
   c. Google Sheets
   d. Google Cloud Platform

4. The "Google Meet" application is considered one of the ways of ………… communication.

   a. Indirect
   b. Direct
   c. Slow
   d. Difficult

5. Servers use operating systems like ……………… .

   a. Android
   b. Tizen
   c. Linux
   d. macOS

4 Write the scientific term:

1. It is a symbol that separates the user name from the name of the email server (domain name) used. (   )

2. It is the registration done using email on the websites of service providers and digital products Online. (   )

CamScanner

1 Choose the correct answer from the brackets:

1. Through .... you can make a group video call, share screens, and chat.
   a. Google Account b. Google Meet
   c. Google Docs d. Google Drive

2. .... is from email service providers.
   a. YouTube b. Google Docs
   c. Gmail d. Paint

3. We use cloud computing spreadsheet programs such as ....
   a. Google docs b. Google Sheets
   c. Google Cloud Platform d. Google Classroom

4. .... is responsible for managing hardware components and running software.
   a. Anti virus b. word processing
   c. paint d. Operating Systems

5. .... program is from tools for collaboration and communication with others.
   a. Word b. Zoom c. Excel d. Access

6. To add criteria or query conditions in Access. ....
   a. add b. edit c. delete d. criteria

7. .... from cloud computing requirements.
   a. printer b. INSTAPAY
   c. software d. Internet browser

8. The .... feature means the operating system install the correct and appropriate program for the device.
   a. control panel b. plug and Play
   c. CD d. Alt+ cut

CS CamScanner

2 Put a check (✓) to the correct and an (✗) to the wrong sentences:

1. When installing a program, we use the "This PC" icon to access the downloaded file. ( )
2. Click the "Next Record" icon to view the data of the last record. ( )
3. You cannot add New data to the form. ( )
4. Telegram is one of the uses of cloud computing in the field of storage. ( )
5. The query design window is divided into two parts: the lower part is the data source table. ( )
6. Sensors contribute in reducing carbon dioxide emissions. ( )

3 Complete the following sentences with suitable words:

1. The user name is ....
2. .... is from cloud computing services providers.
3. .... is one of the most important fields of using green technology.
4. One of the uses of cloud computing in communication is ....
5. You can create a new form through ....
6. .... are the operating systems used in smart TVs.

4 Arrange the following steps to uninstall a program:

1. ( ) Click on the program you want to uninstall.
2. ( ) Open the Control Panel window.
3. ( ) Then click Uninstall.
4. ( ) Click on Uninstall a program. The Installed Programs window will appear.

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1 Choose the correct answer for each of the following statements:

1. .... is a video conference application through the internet.
   a. Zoom b. VLC Media Player
   c. Audacity d. Solid Works

2. Smartphones and tablets rely on operating systems such as: ....
   a. Linux b. DOS
   c. Android d. Windows Server

3. It is a unique and distinctive part found at the beginning of an email address. ....
   a. Username b. Server name
   c. Domain name d. The "@" symbol

4. Google provide free email service through ....
   a. YouTube b. Gmail c. Drive d. Windows

5. The operating system installs a special program called .... for the connected device to communicate with and understand it.
   a. Data b. Driver c. folders d. Photo

6. .... is a service allows users to make group video calls.
   a. Google Maps b. Google Docs
   c. Google Meet d. Google Sheets

7. .... is a field in a database table that uniquely identifies each record in that table and does not repeat.
   a. Form b. Query c. Primary Key d. Report

8. .... are tools used to obtain data from the database according to specific criteria.
   a. Forms b. Records c. Fields d. Queries

CamScanner

2 Put a (✓) next to the correct statement and an (✗) next to the incorrect one:

1. Online banking services are used to transfer money and pay bills. ( )
2. Removing unused programs decreases disk storage space. ( )
3. Databases are a collection of data and information unlinked to each other. ( )
4. The Google Meet app can be downloaded for Android devices from the Google Play Store. ( )

3 Complete the following statements with suitable words from the given below:

(Instant Messaging – Desktop – Data Transfer – INSTAPAY – Email – Smart Transportation)

1. .... is the opening screen of the operating system and includes a set of symbols called icons.
2. The use of electric vehicles to improve energy efficiency in the transportation sector is called ....
3. .... is one of the indirect communication methods and the most commonly used around the world.
4. .... is a licensed electronic payment application approved by the Central Bank of Egypt.

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1 Put Put a (✓) next to the correct statement and an (✗) next to the incorrect one:

1. Email can be hacked by hackers. ( )
2. The Digital Egypt platform does not help in accessing government services easily. ( )
3. Computer security and protection are among the functions of the operating system. ( )
4. Cloud computing is a model for providing digital services online. ( )
5. The primary key field is used to uniquely identify each record in the table. ( )

2 Choose the correct answer from the following:

1. Green technology is also called .... technology.
   a. harm b. Traditional c. Sustainable d. Parallel
2. One of the advantages of email is ....
   a. Sending and receiving messages b. Viruses
   c. Scanning documents d. Fraud
3. To ask to speak in a Google Meet meeting, click on the icon.
   a. Share screen b. Raise hand c. Microphone d. Camera
4. .... is a graphical interface designed to interact with data stored in a database.
   a. Table b. Form c. Big Data d. Word
5. If you download a compressed file, you must first .... the file to be able to use it.
   a. unzip b. Install c. Download d. Save

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3 Put the correct word in its proper place from the options below:

(Bibliotheca Alexandrina – Control – Digital Egypt Platform – Database – Desktop)

1. .... is a collection of data and information organized and linked to each other.
2. .... is the opening screen of the operating system.
3. The .... panel is used to uninstall programs.
4. .... is a governmental digital platform offering various electronic services to citizens.

19 محافظة المنوفية - إدارة شبين الكوم التعليمية 2025

1 Choose the correct answer from a, b, c, or d:

1. E-mail is a ....
   a. Manual communication system. b. Digital communication system
   c. Direct communication system b. Virus system
2. We use cloud word processing programs such as ....
   a. Google Docs b. Google Sheets
   c. Google Classroom b. Google Cloud Platform
3. When you finish showing your screen during the meeting, you must click ....
   a. Do not send the meeting link to others
   b. Talk without permission
   c. "Stop sharing the presentation"
   b. Share screens

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4 Electronic payment applications can be used within the app ....

a. INSTAPAY
b. Google Meet
c. WhatsApp
b. E-mail

5 The .... software is responsible for managing the hardware components and running all other software.

a. Antivirus
b. Operating Systems
c. Word Processing
b. Painter

6 Modern operating systems include a list of .... for many accessory devices.

a. Malware
b. Viruses
c. Songs
b. Drivers

2 Write (✓) in front of the correct sentence and (✗) in front of the wrong one:

1 Cloud computing is known as a model for providing presentations. ( )
2 We use the Query Design view to display the query results. ( )
3 Databases are a collection of data and information that are not related to each other. ( )
4 Green technology tools contribute to the escalation of environmental pollution due to their utilization. ( )
5 The primary key value can be repeated within the same table. ( )
6 Smart TVs operate on platforms like Android TV and Tizen. ( )

3 Complete the following:

1 Write the steps to remove a program installed on the device through the control panel:

....

....

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....

2 List fields of using green technology:

....

....

....

3 List advantages of using databases:

....

....

....

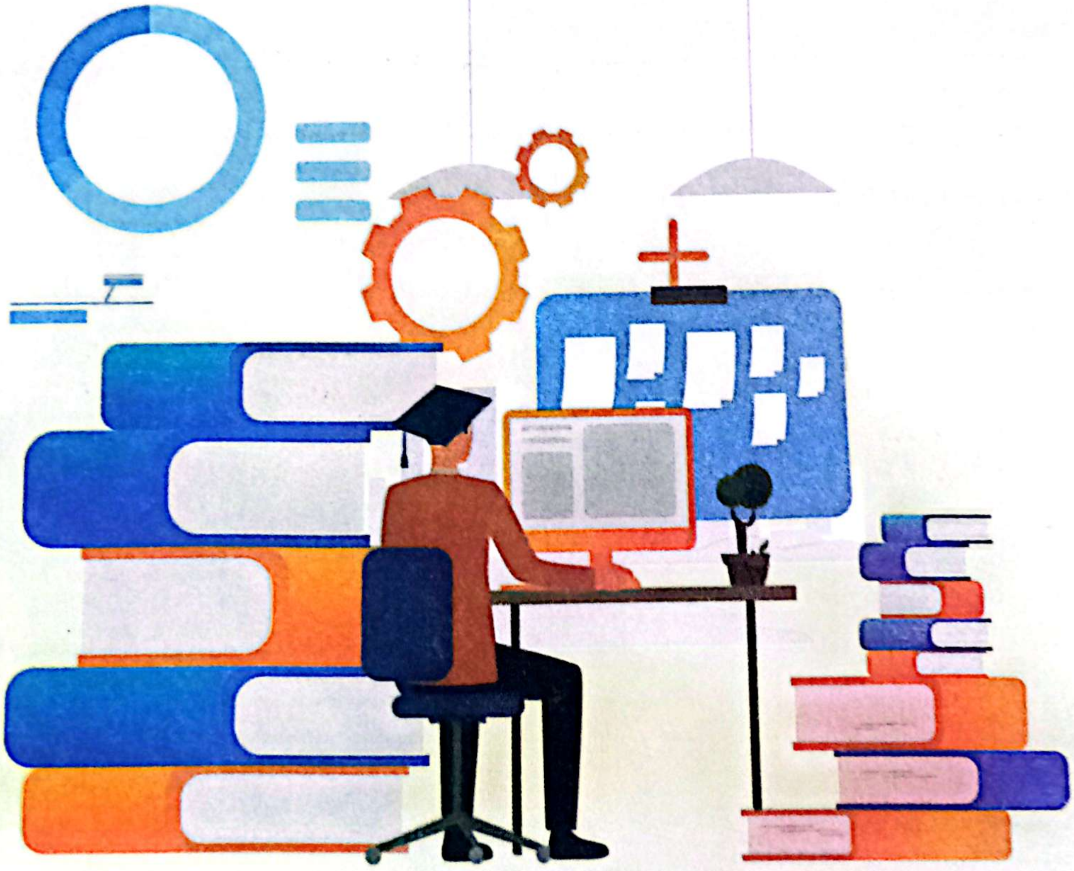
4 The E-mail address consists of:

....

....

....

Model Answers



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Chapter 1

Lesson 1

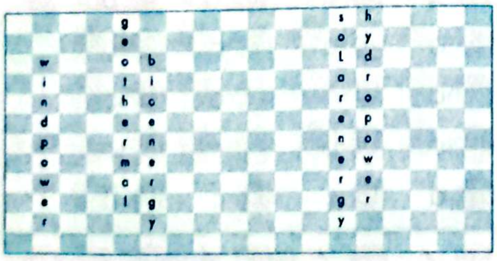
1
1 b 2 b 3 b 4 b
5 d 6 a 7 c 8 b
9 c 10 c 11 b 12 a
13 a 14 c 15 d 16 d
17 b 18 d

2
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✗ 10 ✓ 11 ✗ 12 ✗
13 ✗ 14 ✗ 15 ✓ 16 ✗
17 ✗ 18 ✗ 19 ✓ 20 ✓

3
1 Green technology
2 Solar energy
3 Body sensors
4 Batteries 5 Green
6 Electric car
7 Smart transportation
8 Green buildings 9 Sensors

4
1 Renewable energy
2 Rationalizarion of energy consumption
3 Waste recycling
4 Water treatment

Play with Pony



Lesson 2

1
1 a 2 b 3 c 4 b
5 c 6 a 7 b 8 c
9 c 10 d 11 d 12 b
13 c 14 d 15 b 16 c
17 b 18 c 19 b 20 b
21 c 22 d 23 b

2
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✗ 6 ✗ 7 ✓ 8 ✗
9 ✗ 10 ✓ 11 ✓ 12 ✗
13 ✓ 14 ✗ 15 ✓ 16 ✓
17 ✗ 18 ✓ 19 ✓ 20 ✗
21 ✗ 22 ✓

3
1 Digital transformation
2 INSTAPAY
3 Digital Egypt platform
4 e.g. support sustainability
5 INSTAPAY

Play with Pony

- Answer by yourself

Test Yourself On Lessons 1&2

1
1 a 2 a 3 b 4 d
5 a 6 c 7 a

2
1 ✗ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✗

Lesson 3

1
1 b 2 b 3 a 4 b 5 a
6 c 7 d 8 b 9 a 10 c
11 a 12 a 13 c 14 d 15 d
16 b

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✓ 7 ✓ 8 ✗
9 ✓ 10 ✓ 11 ✓ 12 ✓
13 ✗ 14 ✗ 15 ✓ 16 ✓
17 ✗

3
1 operating system
2 icons 3 smart TVS
4 Desktop 5 POS 6 IOS

Play with Pony

- Answer by yourself

Lesson 4

1
1. b 2. c 3. a 4. b
5. b 6. d 7. b 8. b
9. b 10. b 11. b 12. b
13. b 14. c 15. b 16. a
17. c 18. a 19. a 20. b

2
1. ✓ 2. ✓ 3. ✗ 4. ✓
5. ✓ 6. ✗ 7. ✓ 8. ✓
9. ✓ 10. ✓ 11. ✓ 12. ✓
13. ✓ 14. ✓ 15. ✗ 16. ✓
17. ✓ 18. ✗ 19. ✓

3
1. Control 2. drivers
3. Control panel 4. File
5. Control panel

4 - **5** - **6** - **7** - **8** - **9** - **10**
Answer by yourself

Play with Pony

1. OS includes the driver.
2. OS install the driver automatically.
3. OS doesn't include the driver.
4. OS runs a wizard program to find the driver.

Test Yourself On Lessons 3&4

1
1. c 2. b 3. a 4. b
5. a 6. c 7. b

2
1. ✗ 2. ✓ 3. ✗ 4. ✓
5. ✗ 6. ✗ 7. ✗ 8. ✗

October Exam On Lessons 1-4

1
1. c 2. c 3. c 4. b
5. c 6. b

2
1. ✗ 2. ✓ 3. ✗

3
1. Windows 2. Solar
3. programes 4. extract

Lesson 5

1
1. b 2. c 3. c 4. b
5. c 6. a 7. a 8. b
9. a 10. d 11. b 12. c
13. d 14. a 15. b 16. b
17. b 18. b 19. c 20. d

2
1. ✓ 2. ✗ 3. ✗ 4. ✓
5. ✗ 6. ✗ 7. ✗ 8. ✗
9. ✓ 10. ✓ 11. ✓ 12. ✓
13. ✓ 14. ✓ 15. ✓ 16. ✗
17. ✓ 18. ✗

3 Answer by yourself

4
1. Email 2. e.g. Gmail
3. profile picture 4. Email
5. Fraudulent 6. @
7. User name 8. Email
9. Email

Play with Pony

- Answer by yourself

Lesson 6

1
1. b 2. d 3. a 4. b
5. a 6. a 7. b 8. b
9. a 10. d 11. a 12. c
13. c 14. b 15. c 16. c
17. d 18. c 19. c 20. b

2
1. ✓ 2. ✓ 3. ✓ 4. ✓
5. ✓ 6. ✗ 7. ✓ 8. ✗
9. ✓ 10. ✗ 11. ✓ 12. ✗
13. ✓ 14. ✗ 15. ✗ 16. ✓
17. ✓ 18. ✓

3
1. computing storage
2. Microsoft Azour
3. cloud storage service
4. cloud computing services
5. Microsoft Teams
6. Google Sheets
7. Microsoft word Online
8. computing storage

4 - 5 - 6 Answer by yourself

Play with Pony

. Answer by yourself

Test Yourself On Lessons 5&6

1

1 b	2 c	3 b	4 c
5 d	6 c	7 c	8 c

2

1 ✗	2 ✗	3 ✗	4 ✗
5 ✓	6 ✓	7 ✓	

Lesson 7

1

1 d	2 b	3 c	4 c
5 b	6 b	7 b	8 a
9 b	10 b	11 b	12 b
13 b	14 c	15 a	16 c
17 b	18 b	19 c	20 a

2

1 ✓	2 ✗	3 ✓	4 ✓
5 ✓	6 ✗	7 ✗	8 ✓
9 ✗	10 ✓	11 ✓	12 ✗
13 ✗	14 ✓	15 ✓	16 ✓
17 ✓			

3
1. Google Meet
2. Google account
3. video conferencing
4. create a meeting for later
5. Microphone

Play with Pony

1 Google Meet 2 New Meeting
3 instant 4 copy 5 send

Lesson 8

1

1 b	2 c	3 b	4 a
5 b	6 d	7 a	8 c
9 b	10 a	11 b	12 c
13 a	14 b	15 d	
16 d	17 c	18 c	

2

1 ✗	2 ✓	3 ✗	4 ✓
5 ✓	6 ✓	7 ✓	8 ✗
9 ✗	10 ✗	11 ✓	12 ✓
13 ✗	14 ✓	15 ✓	16 ✓
17 ✗	18 ✓	19 ✓	20 ✓
21 ✓	22 ✗		

3

1 Access	2 data table
3 Row	4 primary key
5 primary key	6 Database

4 Answer by yourself

Play with Pony

. Answer by yourself

Test Yourself On Lessons 7&8

1

1 b	2 b	3 d	4 c
5 b	6 c	7 b	

2

1 ✓	2 ✗	3 ✗	4 ✗
5 ✓	6 ✓	7 ✓	8 ✓

November Exam On Lessons 5-8

1

1 b	2 b	3 a	4 a
5 a	6 c	7 c	

1. ✓ 2. ✗ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✗ 8. ✗

Lesson 9

1
1. b 2. d 3. c 4. d
5. b 6. a 7. d 8. d
9. b 10. b 11. b 12. a
13. c 14. b 15. b 16. a

2
1. ✓ 2. ✓ 3. ✓ 4. ✗
5. ✓ 6. ✓ 7. ✓ 8. ✗
9. ✗ 10. ✗ 11. ✓ 12. ✗
13. ✗ 14. ✗ 15. ✗ 16. ✗
17. ✓

3
1. c 2. a 3. d 4. b 5. e

4
1. Form 2. Form Wizard
3. Query Design method
4. Data table 5. Design View

Play with Pony

1. Form 2. Query
3. Form 4. Query

Final Exams

1 محافظة القاهرة - إدارة المطرية التعليمية

1
1. ✓ 2. ✗ 3. ✓ 4. ✗
5. ✓ 6. ✓ 7. ✓ 8. ✓

2
1. c 2. b 3. d 4. c
5. a 6. c 7. b 8. b

3
1. Access 2. Icons
3. Create 4. INSTAPAY
5. Smart TVs 6. Cloud computing
7. @ 8. Sensors

2 محافظة القاهرة - إدارة المرج التعليمية

1
1. ✗ 2. ✓ 3. ✓ 4. ✗

2
1. a 2. b 3. c 4. a

3
1. Green Technology 2. Email
3. Operating System
4. Digital Transformation

3 محافظة القليوبية

1
1. Google 2. Sheets
3. Gmail 4. Extract (unzip)

2
1. Embedded systems
2. INSTAPAY 3. data table
4. microphone

3
1. ✗ 2. ✓ 3. ✗ 4. ✓

4 محافظة الدقهلية - نموذج A

1
1. ✓ 2. ✗ 3. ✓ 4. ✗

2
1. a 2. d 3. a 4. b

3
1. Google Meet
2. E-mail 3. Points of sale
4. Solar energy

CamScanner

4 Username 5 create
6 batteries

2
1 ✗ 2 ✗ 3 ✓
4 ✓ 5 ✗ 6 ✗

3
1 a 2 b 3 a
4 a 5 c 6 a

4
1 Query 2 INSTAPAY
3 Cloud computing

5 محافظة الدقهلية - نموذج B

1
1 ✓ 2 ✓ 3 ✗ 4 ✓

2
1 b 2 d 3 d 4 b

3
1 Access
2 Video conferencing service
3 Point of sale 4 Solar energy

6 محافظة الدقهلية - نموذج C

1
1 ✗ 2 ✓ 3 ✓ 4 ✗

2
1 c 2 d 3 b 4 d

3
1 Row
2 Meeting for a later time
3 POS
4 Google Cloud Platform

7 محافظة البحيرة - إدارة إيتاي البارود التعليمية

1
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

2
1 b 2 b 3 b 4 b
5 c 6 b 7 b 8 a

3
1 green building
2 digital transformation
3 operating system
4 Uninstalling a program
5 cloud backup services
6 in call message
7 primary key 8 Query design

8 محافظة الدقهلية - إدارة دكرنس التعليمية

1
1 Google Account
2 Data table
3 E-learning platforms

9 محافظة دمياط

1
1 a 2 c 3 b
4 a 5 b 6 a

2
1 ✓ 2 ✗ 3 ✓
4 ✓ 5 ✓ 6 ✓

3
1 profile picture
2 solar energy
3 The operating system
4 Email 5 A form
6 A database

10 دمياط الجديدة

1
1 ✓ 2 ✓ 3 ✓
4 ✗ 5 ✓ 6 ✓

2
1 profile picture
2 solar energy
3 Email 4 A database
5 The operating system
6 A form

3
1 a 2 a 3 b
4 a 5 b 6 c

11 محافظة دمياط - إدارة عزبة البرج التعليمية

1
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✗

CamScanner

2
1 b 2 b 3 a
4 c 5 a 6 b

3
1 Green Technology or Renewable energy
2 Sunlight 3 IOS 4 Sensors

12 محافظة البحيرة - إدارة دمنهور التعليمية

1
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✗ 8 ✗

2
1 a 2 d 3 d 4 b
5 a 6 a 7 b 8 a

3
1 INSTAPAY application
2 Gmail 3 Drivers
4 Google Docs
5 Data Table
6 Health Care Services
7 File 8 Water Treatment

13 محافظة البحيرة - إدارة وادي النطرون التعليمية

1
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

2
1 Green 2 Control Panel
3 Email 4 Spam
5 Google Cloud
6 Databases 7 Primary Key
8 Forms

3
1 d 2 c 3 c 4 a
5 b 6 d 7 b 8 c

14 محافظة البحيرة - إدارة بندر دمنهور التعليمية

1
1 ✓ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✗

2
1 b 2 b 3 b 4 b
5 a 6 a 7 c 8 d

3
1 Reducing damage to the surrounding environment
2 Forms 3 Interviews
4 Google Cloud Platform
5 Cloud storage
6 Create a meeting for a later
7 Databases 8 Google Sheets

15 محافظة بني سويف

1
1 ✓ 2 ✓ 3 ✓
4 ✓ 5 ✓ 6 ✗

2
1 Linux 2 INSTAPAY
3 Routers 4 Form
5 data table

3
1 a 2 d 3 c 4 b 5 c

4
1 The @ symbol
2 Digital Services

16 محافظة المنوفية - إدارة قويسنا

1
1 b 2 c 3 b 4 d
5 b 6 d 7 c 8 b

2
1 ✓ 2 ✓ 3 ✗
4 ✗ 5 ✗ 6 ✓

3
1 *The part of beginning of the Email address *&* is a unique and distinctive name that is not reserved by anyone else*.
2 Amazon web services (aws) & Microsoft Azure & Google Cloud Platform.
3 Renewable energy & Rationalization of energy & Waste recycling & Water treatment.
4 Email & Social networking & Messaging services.

CamScanner

5 Form Wizard.
6 Android TV & Tizen & WebOS

4
1 Open the Control Panel window
2 Click on Uninstall a program
The Installed Programs window will appear.
3 Click on the program you want to uninstall.
4 Then click Uninstall

17 الأزهر الشريف

1
1 a 2 c 3 a 4 b
5 b 6 c 7 c 8 d

2
1 ✓ 2 ✗ 3 ✗ 4 ✓

3
1 Desktop
2 Smart Transportation
3 Email 4 Instapay

18 محافظة سوهاج - إدارة جرجا التعليمية

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 c 2 a 3 b 4 b 5 a

3
1 Database 2 Desktop
3 Control
4 Digital Egypt Platform

19 محافظة المنوفية - إدارة شبين الكوم التعليمية

1
1 b 2 a 3 c
4 a 5 b 6 d

2
1 ✗ 2 ✓ 3 ✗
4 ✗ 5 ✗ 6 ✓

3
1
1. Open the Control Panel window then Click on Uninstall a program. The Installed Programs window will appear.
2. Click on the program you want to uninstall.
3. Then click Uninstall.

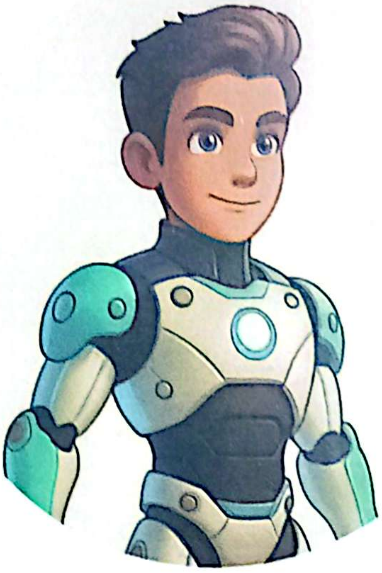
2
1. Renewable energy.
2. Waste recycling.
3. Water treatment.

3
1. Organization: Easy storage and retrieval of data.
2. Accuracy: Ensuring data correctness and reducing errors
3. Security: Protecting data from unauthorized access

4
1. User Name
2. The @ symbol
3. Domain Name

CamScanner

PONY



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